

***Black Hills Center for American Indian Health Announces Vacancy  
Clinical Research Coordinator – American Indian Clinical Trial Network  
(AICTN)***

LOCATION: Rapid City, SD

MINIMUM QUALIFICATIONS: Bachelor's degree from a four-year college or university within the health science field AND at least 2 years of clinical trial research experience. Would also consider LPN/LVN/RN with at least 2 years of clinical trial research experience.

PREFERRED QUALIFICATIONS: CERTIFIED Clinical Research Coordinator.

JOB FUNCTION: Clinical Research Coordinator required for coordination of COVID-19 vaccination and treatment clinical trials and other clinical trials in the future. This position will require direct interaction with study participants, coordination of research studies, and management of data. The successful candidate will be required to navigate complex research protocols, keep up with frequent protocol changes and coordinate study requirements including the coordination of study-required testing and procedures, as well as investigational treatment for COVID-19 and other conditions in future trials. The position involves close collaboration with team members to ensure safe and compliant research practices and follow-up per the specific research protocol. Teamwork as well as autonomy, critical thinking, self-motivation, and direction are essential for this position. Successful candidates will possess excellent communication skills, computer competency, interpersonal skills, and outstanding organizational skills to enable management of time-sensitive clinical trials. Enthusiasm for learning and the ability to seek out the required information by communicating with sponsors, contract research organizations (CROs) and/or senior medical officers (SMOs) is a must, as is informing participants, physicians, nurses, and other personnel to the research process.

PREFERRED QUALIFICATIONS: History of working with Indian Health Service or American Indian Tribes or communities; excellent organizational and administrative abilities; and superior communication skills. Personal computer skills, including Internet, Windows, and MS Office.

Experience with the care of American Indian/Alaska Native individuals. The successful applicant will pass a federal background check.

SALARY: Negotiable based on experience and qualifications (\$18-24/hr.)

Please send or fax a copy of current resume (including three professional references) *along with a cover letter* briefly explaining your qualifications and intent to apply to: American Indian Clinical Trials Research Network, 717 Meade St., Suite 100, Rapid City, SD 57701, Attention: Dr. Jeff Henderson. Phone: (605) 939-3686, Fax (605) 965-9471

CLOSING DATE: Open until filled.

CONTACT PERSON:

Dr. Jeffrey Henderson President, CEO and Principal Investigator  
Melanie White MSN, APRN, NP-C Sub Investigator, at (605) 939-3686.

## EQUAL OPPORTUNITY EMPLOYER

Job Type: Full-time

Pay: \$18.00 - \$24.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical Setting:

- Clinic

Schedule:

- Monday to Friday

Education:

- Bachelor's (Required)

Experience:

- Clinical Trials: 2 years (Required)
- Clinical Research: 2 years (Required)

License/Certification:

- Certified Clinical Research Coordinator (preferred)

Work Location:

- One location

Company's website:

- [bhcaih.org](http://bhcaih.org)

Company's Facebook page:

- <https://www.facebook.com/bhcaih>

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process