



# GILEAD

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Improving Lives.

**Job Posting Title:** Clinical Data Associate II  
**Requisition Number:** 1572  
**State:** Colorado

**Specific Responsibilities:**

Experience working with CROs and EDC (specifically Medidata) a plus.

**Essential Duties and Job Functions:**

Works collaboratively with CRA, Statistical Programmer, Biostatistician and other Clinical, Global Drug Safety, Regulatory and Project Management staff to meet project deliverables and timelines for clinical data acquisition, quality checking and reporting. Demonstrates a general understanding of each assigned protocol, critical tasks and milestones. Ensure completeness, correctness and consistency of routine clinical data and data structure. Responsibilities include: assisting in the implementation of routine clinical data management process with CRO including data entry, data quality checking, data transfer, reporting, backup, and recovery. Assists in the preparation of CRF/eCRF for data collection through the regulatory approval process. Assists in implementing routine clinical research projects. Reviews study protocol and assists site coordinators, investigators, and field clinical staff in collecting routine data to meet the protocol requirements in a timely manner. Identifies, tracks, and resolves routine queries. Utilizes routine reports to track study progress and ensures timeliness and quality expectations are met.

**Knowledge, Experience & Skills:**

Typically requires a BS degree in a Biomedical Science or equivalent and minimum 4 years of relevant experience along with clinical background/ experience in a Clinical Data Management in a CRO or bio/pharmaceutical setting, or a MS degree and minimum 3 years or relevant industry experience. Excellent verbal and written communication skills and interpersonal skills are required. Experience with relational database design, knowledge of FDA regulations, support of needs for NDA and other regulatory submissions, and familiarity with web-based Electronic Data Capture (EDC) and clinical data management systems. Must have excellent communication, problem solving and people/project leadership skills.