Title: Clinical Trial Associate

Join our team! At Mustang Bio we are driven by people. The patients we serve and the team we are building are the driving forces behind our mission to deliver life-changing first-in-class cell and gene therapies to patients with genetic diseases and aggressive forms of cancer.

Overview:

The Clinical Trial Associate is responsible for providing administrative support to the members of the clinical project team to facilitate management of Phase I-III clinical trials. Under minimal direction, performs clinical trial activities for ongoing clinical trials including planning/preparation/documentation for meetings, status report generation and distribution, and electronic Trial Master File oversight. The Associate will also perform administrative tasks to support team members with clinical trial execution as needed.

Essential Duties and Responsibilities:

- Files, maintains, and tracks core and site essential documents in the electronic Trial Master File
- Conducts audit of the electronic Trial Master file to ensure ICH/GCP compliance
- Implements and maintains project processes and tracking systems at the direction of the clinical project teams
- Assists with the preparation of presentations and reports as required
- Tracks and reports progress of studies including patient enrollment/screening, reviews e-CRF data, adverse even documentation, and FAQ's
- Assists in planning, preparation and distribution of materials for study meetings
- Prepares agenda and meeting minutes for internal and external meetings
- With management supervision, may review monitor reports and relevant documentation for assigned projects & provides feedback to the clinical project manager
- Assists with reporting of benchmark metrics to senior management
- Provides investigator IND documents to Regulatory Affairs as needed
- Assists in providing Quality Control of clinical documents & reports
- Assists with archiving of study documents for completed clinical trial

Qualifications and experience:

- BS degree and 2+ years of previous Clinical Trial Associate experience required
- Demonstrate knowledge of internal/global Standard Operating Procedures (SOPs), Food and Drug Administration (FDA)/International Conference on Harmonization (ICH)/ Guidelines to Good Clinical Practices (GCPs) and regulatory compliance
- Strong verbal and written communication skills
- Ability to multi-task and work in a fast-paced environment and seek supervisory or administrative assistance when appropriate
- Effective time management and organizational skills
- Ability to work independently and in a team environment
- Detail oriented and accuracy in work
- Problem-solving ability
- Excellent computer skills with in-depth knowledge and skilled use of Microsoft Office products (e.g., Project, Excel, Work, PowerPoint); demonstrated ability to learn new software packages