



**Position: Clinical Operations Project Assistant (COPA)**

**Location: Worcester, MA**

**Reporting to: VP Clinical Operations**

**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.

Summary:

The Clinical Operations Project Assistant provides support to various projects and serves in an operational capacity for the study teams, external stakeholders as well as the internal Clinical Operations enterprise teams. The Clinical Project Assistant owns action items and tasks, which includes performing clinical trial related activities for assigned projects in accordance with SOPs, policies and practices, while meeting quality and timeline metrics. This position may serve as a liaison between the Clinical Operations team and various stakeholders, both internal and external. The COPA will support team members with clinical trial execution and project tasks, as needed. The Clinical Operations Project Assistant will work under the direction of various assigned Clinical Operations Managers, as applicable, and reports directly to the VP of Clinical Operations.

The successful assistant ensures actions are completed within established timelines and critical issues identified and escalated for resolution. Job Duties (including but not limited to): Provide daily operational support to various projects within the Clinical Operations department. In addition to the above, this role is responsible for the initiation and management of grants and clinical document management from alliance partners and external vendors.

Responsibilities:

**Clinical Trial Support**

- Assists with development and production of study materials, essential documents, presentations, reports, submissions, articles, and other materials; prepares clinical study conduct binders; tracks and files routine clinical study documents, either generated internally or received from Clinical Research Organizations (CROs), including, but not limited to meeting agendas, minutes, status or patient trackers, patient screening logs and other documents as appropriate.
- Performs other tasks and assignments as needed and specified by management.

**Vendor and Alliance management**

- Serves as a point of contact for the clinical operations team for Alliance Partners and external vendors ensuring effective communication and completion of deliverables.
- Assists Clinical Financial Analyst with vendor management and payment activities.
- Assists Alliance Partner Team with communications regarding collection and management of documentation as per the contract requirements.

**Grant Management**

- Responsible for pre and post award grant management.
- Establishes standards for proposals and monitors the review process to ensure completeness and compliance with sponsor guidelines, organizational policies, legal requirements and timelines.
- Maintains specialized databases and systems for recording and tracking funding sources, grant proposals, awards, and related statistical information.
- Serve as main point of contact with internal and external groups to manage programs and funds.

## Qualifications:

- BS/BA degree with a background (5+ years) in life sciences in project management or administration
- Experience with grant management, vendor management, including budget forecasting and ongoing monitoring of fund statements
- Demonstrated 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, planning and organizational skills
- Ability to develop and maintain effective relationships with team members, senior leadership, vendors and stakeholders in order to act as an effective liaison between all parties
- Detail oriented and accuracy in work and great follow through to consistently meet timelines
- Proven ability to manage multiple priorities and or projects with problem-solving skills
- Excellent computer skills with in-depth knowledge and skilled use of Microsoft Office products (e.g., Project, Excel, Word, PowerPoint); desire and ability to learn new software packages