

Open position for an **Academic Clinical Project Manager** to support our Hereditary TTP Registry (Upshaw Schulman syndrome)

We are currently seeking an Academic Project Manager to complete our team. **Upshaw Schulman syndrome** is a rare congenital disease caused by a severe ADAMTS-13 deficiency leading to occlusion of small blood vessels. <http://www.ttpregistry.net>

Enrolled are currently 200 patients and/or family members from 19 different countries.

Responsibilities and Opportunities

- Responsible for the collection and review of clinical registry data.
- Interpretation of data (including appropriate source documentation) for entry into computerized databases.
- Providing support to clinical study coordinators through data collection, scheduling, research protocol management, and other administrative duties.
- Writing annual reports as well as manuscripts for publication in peer reviewed journals, possibility to assist in writing research grants
- Maintain a strong knowledge of the protocol to be able to answer standard operational questions from monitors and study sites
- Opportunity to travel to study sites abroad if necessary, and attend and present at scientific conferences

Qualifications and skills

- Academic degree, preferred in the life or health sciences or equivalent, or a MD
- Fluent in English (written & spoken) with experience in writing scientific publications
- Experience in project management
- Experience in conducting or overseeing clinical trials is an asset
- Ability to work cooperatively in a small team, as well as independently, attention to record keeping, detail and quality

The workload will be 80% to 100%. The position is available as soon as possible. Salaries are commensurate with Swiss National Science Foundation guidelines and based on years of experience. Please send a full CV, copies of the diploma certificates together with a motivation letter as well as contact information including phone number by email to: support@ttpregistry.net

For more information, please contact Prof. Johanna Kremer Hovinga (johanna.kremer@insel.ch)