

Job Title	IRB Specialist
PVN ID	HC-1511-000834
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	Office of the Provost
Status	Full Time
Annual Salary	\$45,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Dec 18, 2015 (Or Until Filled)

General Description

The Institutional Review Board implements institutional policy as well as Federal, State and local laws pertaining to the CUNY Human Research Protections Program (HRPP) to ensure compliance and to educate investigators, Institutional Review Board (IRB) members, administrators and others engaged in research with human subjects.

The IRB Specialist reports to the HRPP Coordinator and works closely with the HRPP Coordinator, the Associate Provost for Research, the IRB Members and the CUNY Office of Research Compliance to assure the protection of the rights and welfare of all research subjects at Hunter College.

The IRB Specialist helps the HRPP Coordinator ensure quality assurance and compliance with HRPP policy and manage policy implementation. The IRB Specialist also assists in the development and submission of IRB protocols and plays an active role in the HRPP's education and outreach efforts and staff development activities.

Other Duties

Responsibilities include:

- Assist in the pre-review of proposals to ensure compliance with Federal regulations, and CUNY specific policies and procedures;
- Assist in responding to inquiries regarding research studies involving human subjects;
- Assist in conducting human subject research determinations;
- Assist in conducting exempt reviews;
- Assist in planning and conducting training sessions for researchers, IRB members and appropriate campus staff;
- Assist in the training and use of IRB software (IDEATE);

- Assist with planning and arrangements for meetings, workshops and other IRB events;
- Attend HRPP meetings (on and off-campus);
- Maintain communications and provide support to investigators throughout the review process;
- Send protocols to be reviewed via expedited/full board reviews to appropriate IRB members; prepare and send approval materials;
- Assist in maintaining up-to-date IRB files, preparing newsletters and college reports and maintaining and updating the IRB website;
- Participate in continuing education and professional development activities;
- Complete special projects and assignments as specified by the HRPP Coordinator.

Qualifications

The ideal candidate will have the following knowledge, experience, skills, and abilities:

Knowledge

- Knowledge of principles of ethical conduct of research with human subjects.
- Knowledge of applicable federal regulations (OHRP, NIH, FDA, USDA, and other government agencies) related to human research subjects protection.
- Sufficient depth of knowledge of IRB policies, procedures, and operations to assume role as the assistant administrative contact for Hunter College faculty, staff and students.

Experience

- At least two years of professional experience working in a research environment such as an Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), grants, or technology transfer setting performing administrative and technical duties required.
- Master's degree preferred.
- Certification as an IRB professional (CIP) is desirable.

Skills and Abilities

- Superior written and oral communications skills.
- Strong analytical, time management, and multi-tasking skills.
- Ability to work collaboratively as well as independently.
- Ability to follow through on assignments with minimal direction, independently prioritize work, and work under pressure to meet deadlines.
- Ability to work effectively and diplomatically with a broad range of researchers and other diverse individuals.