
Job Title	Deputy Director HRPP and Regulatory Office
PVN ID	HC-2101-003805
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Office of the Provost
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Mar 04, 2021 (Or Until Filled)

General Description

The mission of the Hunter College Human Research Protection Program (HRPP) and the Institutional Review Boards is to assure that the rights and welfare of human subjects are adequately protected in research. We are seeking a Deputy Director for our HRPP Office. The Deputy Director will report to the Director of the Human Research Protection Program (HRPP) and will be an integral part of the HRPP leadership team. This individual will require a high level of regulatory expertise and must be able to work effectively across a variety of human subjects research types, settings and volume of submissions, as represented across Hunter College. Responsibilities include developing quality improvement policies and procedures, developing and maintaining policies and procedures, and providing regulatory support for all HRPP operations including reliance agreements review. Secondary responsibilities include collaborating with HRPP leadership on office processes and providing assistance and guidance with post-award administration and other assignments as designated by the HRPP Director and Associate Provost for Research.

Duties-

1. Regulatory Support (50%)

- Coordinate with senior leadership to develop current policies and procedures related to human research activity, including, but not limited to management of the HRPP online submission system.
- Performs designated administrative and regulatory reviews assigned on all submissions and assists the Director in improving and streamlining the pre-review processes.
- Assist in re-design and implementation of a human research training program for IRB members/faculty/staff with ongoing education. Including maintenance of CITI program requirements. Provide suggestions on the maintenance of all HRPP Policies and Procedures in line with all regulations.

1. Quality Improvement (40%)

- Works with the HRPP Director to develop and implement an internal quality assurance program with

necessary reporting mechanisms, post-approval monitoring and action plans for non-compliance, including monitoring QA audits and reviewing QA audit reports. Investigate issues of non-compliance and research misconduct as assigned, create documentation and correspondence as necessary, communicate findings of non-compliance/misconduct to institutional officials and federal authorities as appropriate.

- Responsible for planning and conducting for-cause audits to ensure adherence to local and federal requirements.
- Drafts audit reports providing a comprehensive evaluation of audit findings, including both proposing and assessing corrective and preventative action plans, conducting trend analysis and making training proposals to investigators.
- Develop, recommend, and continuously improve policies, procedures, and strategies to streamline workflow of research compliance operational processes and ensure stakeholder objectives.

III. Outreach (10%)

- Support the relationships with ancillary offices within the CUNY research community to ensure that institutional requirements for the conduct of human subjects research are met by taking leadership in organizing professional meetings and HRPP coordinators across CUNY campuses.

Other Duties

- Other duties as assigned by the HRPP Director
- Assume responsibilities in the absence of the HRPP Director

Qualifications

Minimum Qualifications:

- 6+ years related IRB/regulatory experience and demonstrable interest in the area of regulatory compliance
- Bachelor's Degree or higher (or equivalent combination of education and experience)
- Demonstrate strong leadership ability
- Certification or eligibility to sit for Certification exam for Certified IRB Professional (CIP)
- Proficiency in the use of diverse electronic systems and with Microsoft Office applications
- Excellent organizational and analytical skills: ability to apply sound judgment and take initiative in the collection of information from a wide variety of sources; ability to identify and resolve issues
- Demonstrated strong verbal and written communication skills
- Exceptional professionalism and proven effectiveness as a networker, communicator, problem-solver, and negotiator, with strong customer service orientation.