
Job Title	HRPP Specialist
PVN ID	HC-2206-004857
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	HRPP Office
Status	Full Time
Annual Salary	\$35,000.00 - \$41,000.00
Hour(s) a Week	35
Closing Date	Feb 13, 2023 (Or Until Filled)

General Description

The Hunter College Human Research Protections Program (HRPP) implements institutional policy as well as Federal, State and local laws pertaining to the to ensure compliance and to educate investigators, Institutional Review Board (IRB) members, administrators and others engaged in research with human subjects. The HRPP Specialist reports to the Director of Research Compliance and works closely with the Director, the Acting Associate Provost for Research and the CUNY Office of Research Integrity and Compliance to assure the protection of the rights and welfare of all research subjects at Hunter College. The HRPP Specialist helps the Director ensure quality assurance and compliance with HRPP policy and manage policy implementation. The HRPP 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

The duties and responsibilities of this position will include but are not limited to:

- Pre-reviews HRPP protocols to ensure compliance with Federal regulations, and CUNY specific policies and procedures;
- Conducts conducting human subject research determinations and exempt reviews
- Responds to inquiries regarding research studies involving human subjects;
- Assists in planning and conducting training sessions (including use of the IRB software) for the Hunter researcher community
- 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; prepares and sends approval materials;
- Maintains up-to-date IRB files, preparing newsletters and college reports and maintaining and updates

content on the HRPP website;

- Assist with planning and arrangements for meetings, workshops and other IRB events;
- Participates in continuing education and professional development activities;
- Provides administrative support for office functions and completes special projects and assignments as specified by the HRPP Director;
- Attend HRPP meetings (on and off-campus).

Qualifications

Bachelor's Degree and four years' related experience required. Master's degree is preferred.

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

- 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.
- Advanced skills with MS word and intermediate skills in database programs, including PowerPoint, Excel and Outlook.
- At least four years of professional experience working in a research environment such as an Institutional Review Board (IRB), grants or technology transfer setting performing administrative and technical duties.
- Superior written and oral communication 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