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<b>Job Title</b>	Research Compliance Manager
<b>PVN ID</b>	HC-2302-005429
<b>Category</b>	Research
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	HRPP Office
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$115,000.00 - \$125,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 17, 2023 (Or Until Filled)

## General Description

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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, administrators and others engaged in research with human subjects. The Research Compliance Manager reports to the Director of Compliance, Office of Human Research Protections Program (HRPP) and works closely with the Director and the Acting Associate Provost for Research & Special Advisor for Science to assure the protection of the rights and welfare of all research subjects at Hunter College.

The Research Compliance Manager helps the Director ensure quality assurance and compliance with CUNY HRPP Policies & Procedures and manage policy implementation. The Research Compliance Manager will assist across several research compliance domains, Human Subjects Research Program (HRPP), Export Controls, and IRB authorization agreements. They will support the review of researcher protocols, agreements, and deliverables; training efforts for Hunter College stakeholders; quality assurance and improvement programs; internal monitoring efforts; and direct guidance to researchers, students, and fellow administrators.

## Other Duties

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

- Responds to inquiries regarding research studies involved human subjects.
- Gives clear and concise regulatory and ethical information and guidance to researcher on their protocols.
- Pre-reviews initial HRPP/IRB submissions of research protocols to ensure compliance with federal regulations, as well as CUNY specific policies and procedures.
- Conducts human subject research determinations and exempt reviews.
- Maintains communication and provides support to researchers throughout the review process; prepares and sends approval materials.
- Send protocols to be reviewed via expedited/full board reviews to appropriate IRB members; prepares

and sends approval materials.

- Facilitate IRB Authorization Agreements (IAA)/Reliance Agreements.
- Prepares newsletters and college reports.
- Assist with planning and arrangements for meetings, workshops and other IRB events.
- Participates in continuing education and professional development activities.
- Attends HRPP meetings (on and off campus).
- Other responsibilities as assigned by the Director.

## Qualifications

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

- Substantial research compliance and integrity experience, including broad HRPP and IRB compliance program management experience.
- Significant knowledge of current government, sponsor, and industry laws, regulations, and requirements for research compliance.
- Demonstrated ability to provide guidance and training to stakeholders on the interpretation and application of regulations and requirements for research activities.
- Strong organizational and project management skills to develop objectives, set and adapt to changing priorities, manage competing demands/changes and meet deadlines.
- Proactive, flexible and collaborative work style with strong interpersonal communication presentation and negotiation skills to forge successful relationship with diverse faculty, staff, and external partners.
- Detail oriented and precise with strong research, writing, and analytical skills, plus ability to thrive in a demanding, multi-faceted, and time-sensitive office.
- Commitment to public service, service excellence, inclusion, equity, ethics, and integrity to manage highly sensitive information and material discretely.
- Computer proficiency using academic, administrative, and financial systems, databases, and programs, plus Microsoft Office and Google Suite programs, and remote/virtual meeting and collaboration tools (MS Teams, Zoom, WebEx, Skype, etc.).