
Job Title	Research Compliance Specialist
PVN ID	HC-2302-005430
Category	Research
Location	HUNTER COLLEGE
Department	HRPP Office
Status	Full Time
Annual Salary	\$85,000.00 - \$89,926.00
Hour(s) a Week	35
Closing Date	Apr 17, 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, administrators and others engaged in research with human subjects. The Research Compliance Specialist 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 Specialist helps the Director to ensure quality assurance and compliance with CUNY HRPP Policies & Procedures. Research Compliance Specialist will the review of researcher protocols and play 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:

- Responds to inquiries regarding research studies involving human subjects.
- Gives clear and concise regulatory and ethical information and guidance to researcher on their protocols.
- Pre-reviews amendment, continuing reviews and final reports of HRPP protocols to ensure compliance with Federal regulations, and CUNY specific policies and procedures.
- 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 and updates the content on the HRPP website.
- Provides administrative support for office functions and completes special projects and assignments as specified by the Director.
- Participates in continuing education and professional development activities.

- Attend HRPP meetings (on and off-campus).
- Other responsibilities as assigned by or in the absence of the Director.

Qualifications

Bachelor's degree and four years' related experience required.

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