

Job Title	IRB Specialist
PVN ID	QC-1811-002802
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Office of Regulatory Compliance
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 08, 2019 (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.

Reporting to the HRPP Analyst at Queens College, the IRB Specialist 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 Queens College.

The IRB Specialist helps the HRPP Coordinator ensure quality assurance and compliance with HRPP policy and manage policy implementation. The IRB Specialist also helps facilitate the development and submission of IRB protocols to the HRPP/IRB, delivers excellent customer service as a point of contact for research compliance questions, plays an active role in the HRPP's education and outreach efforts and staff development activities and provides administrative support for compliance-related projects.

Other Duties

Responsibilities Include:

- Provide support with the preliminary review of proposals to ensure compliance with Federal regulations, and CUNY specific policies and procedures;
- Assist in routing submissions for HRPP/IRB review and preparing approval materials;
- Assist with conducting human subject research determinations and exempt determinations;
- Work with researchers to develop submissions and respond to requests from the HRPP/IRB;
- Maintain communication with and respond to investigators' inquiries regarding human subject research, and provide support to investigators throughout the review process;

- Assist in planning and conducting training sessions and workshops related to research compliance;
- Facilitate the use of electronic platforms for IRB submissions through training and troubleshooting;
- Facilitate the review of research agreements;
- Attend HRPP meetings (on and off-campus);
- Help maintain IRB files up-to-date, preparing college reports and maintaining/updating the Queens College IRB website;
- Participate in continuing education and professional development activities;
- Complete special projects, assignments, and special duties as specified by the HRPP Coordinator.

Qualifications

Core Competencies/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 Queens 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.
- Bachelor's degree required.
- 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.