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| Job Title | Research Compliance Analyst |
| PVN ID | VR-1704-001759 |
| Category | Research |
| Location | OFFICE OF VC FOR RESEARCH |
| Department | Research Compliance |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Jun 06, 2017 (Or Until Filled) |

General Description

The Office of Research at The City University of New York (CUNY) is seeking a Research Compliance Analyst. Reporting to the Research Compliance Manager, the Research Compliance Analyst will be responsible for various research compliance functions, as follows: i) 50% as a Human Research Protection Program (HRPP) Coordinator; ii) 25% as analyst in support of sponsored research and programs compliance and research agreements; and iii) 25% as analyst in support of other research compliance functions.

Duties include:

HRPP Coordinator – 50%

- Conduct preliminary review of submissions to the HRPP to evaluate whether these require CUNY HRPP or Institutional Review Board (IRB) review.
- Review protocols that meet the regulatory criteria for exemption from IRB review and make exemption determinations, as appropriate.
- Conduct pre-review of submissions requiring IRB review to ensure completeness and compliance with applicable regulations and policies.
- Provide guidance to researchers and IRB members with regards to regulations and CUNY policy concerning protection of human subjects.
- Serve as communications liaison between the IRB and the researchers.
- Additional responsibilities as described in the “CUNY HRPP Procedures: HRPP Staff Responsibilities” available at http://www.cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures/HRPP_Staff_Responsibilities_072312.pdf

Sponsored Research & Programs Compliance and Research Agreements – 25%

- Assist the Director, Sponsored Research and Programs Compliance, with projects related to ensuring compliance with sponsor requirements.
- Work with the Director, Sponsored Research and Programs Compliance, to streamline and automate research agreements processing.

Other Research Compliance Functions – 25%

- Assist in the implementation of electronic management system for various research compliance functions.
- Assist in the implementation of new or modified research compliance policies and procedures; research compliance education and training initiatives; and research compliance quality improvement initiatives.
- Additional duties as assigned by the Research Compliance Manager.
- Expected to travel to the various CUNY campuses.

Other Duties

Qualifications

- Bachelor's degree required
- Knowledge of human subject protection regulations and 2 years of relevant experience required
- Excellent written and oral communication skills
- Excellent critical thinking, organization and time management skills
- Ability to work effectively and diplomatically with a broad range of researchers and other diverse individuals in a professional manner.