



Job Specification

Job Title: IRB Compliance Officer, Senior
BOR Code: 470X AZ
Pay Grade: G19

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides oversight, administration, implementation, and management of all IRB business. Reviews all protocol applications for research involving the participation of human subjects in research. Ensures that the University is in compliance with all federal, state, local regulations, policies and guidelines relating to research involving human subjects. This is the highest level officer position in the IRB Compliance Officer series. Duties are performed under minimal supervision.

Examples of Duties

- Manages and directs all aspects of the human subjects protection program.
- Performs pre-committee analysis of research proposals.
- Conducts orientation for each new IRB member prior to joining the IRB that includes a discussion on the importance of IRB, their charge as members, applications of principles set forth on the Belmont Report, and its relation to federal regulations and current IRB research issues.
- Audits files and studies to ensure compliance.
- Ensures regulatory compliance of research protocols involving human subjects.
- Collaborates with the Chair of IRB to conduct research inquiries, investigations, audits, etc., following presentation of complaints/concerns/allegations to the committee.
- Addresses issues of research non-compliance with vigor, determination, and develop plans for immediate correction.
- Creates materials and provides educational workshops and classes including training for novice researcher in the fundamentals of creating and submitting better applications to IRB unit.
- Supervises IRB Compliance Specialists.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, and local laws, regulations, and guidelines relevant to human subjects research.
- Knowledge of scientific concepts and terminology.
- Proficiency with word processing, spreadsheet, and database software.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.
- Ability to work effectively in a team environment.
- Ability to supervise others.

Minimum GSU Hiring Standards

Master's degree in biology, public health or other related field and five years experience in the administration of a human subjects protections program. Certified IRB professional. Experience working in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.