



Job Specification

Job Title: IRB Compliance Officer
BCAT Code: 470X BA
Pay Grade: G17

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 entry-level officer position within the IRB Compliance series. Duties are performed under general to minimal supervision.

Examples of Duties

- Maintains working knowledge of federal rules and regulations as they guide the performance of social and behavioral research and outline responsibilities of principal investigators.
- Performs pre-committee analysis of research proposals.
- Provides orientation program to each new IRB member prior to joining the IRB that includes a discussion of the importance of the IRB, their charge as members, application of principles set forth in the Belmont Report, and its relation to federal regulations and current IRB research issues.
- 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 workshops and classes including training for novice researcher in the fundamentals of creating and submitting better applications to the IRB.
- Oversees the maintenance of the human subject's database and website.
- Collaborates with the Associate VP to create materials and provide workshops and training classes for beginners in the fundamentals of creating and submitting applications to IRB.
- Coordinates with the Office of Sponsored Research to verify the approval of research proposals and obtain information vital for committee review.
- Supervises IRB Compliances 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.
- Maintains working knowledge of federal regulations and Institutional Policy and Procedures as they relate to the management of the Institutional Review Board (IRB) at Georgia State University.
- Ability to communicate effectively verbally and in writing.
- Ability to work efficiently in stressful situations
- Proficient with word processing, spreadsheet, and database software.
- Ability to supervise others and organize schedules effectively.

Minimum GSU Hiring Standards

Master's degree in Biology, Public Health, or other related field and three (3) years experience in the administration of a human subject's protection 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.