



Job Specification

Job Title: IRB Compliance Specialist, Senior
BCAT Code: 470X BC
Pay Grade: G14

Effective Date: January 1, 2008
Revision Date: October 25, 2007
FLSA Status: Exempt

General Description

Under direct supervision, provides administrative support for the efficient management of the University's IRB unit. May serve as lead on a team or project.

Examples of Duties

- Maintains daily administrative operation for the efficient processing of research protocols.
- Sends correspondence to investigators regarding IRB actions taken on protocols.
- Follow-ups with investigators to ensure timely response to IRB requests for revisions to protocols.
- Creates and maintains various files.
- Coordinates IRB meeting activities.
- Audits files and studies to ensure compliance.
- Maintains the human subjects database.
- Trains new IRB staff.
- Assists in the updating of a variety of manuals and forms required by federal agencies.
- Assists in updating the IRB website.
- Assists in the implementation of mechanisms to ensure that the University's policy is consistent with federal regulations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of scientific concepts and terminology.
- Prior experience in the administration of a human subjects protection program.
- 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.

Minimum GSU Hiring Standards

Bachelor's degree in biology, public health or other related field and three years experience in human subject protection; or a combination of education and experience. CITI Training required.

Experience working in an academic setting preferred. Certification as IRB Manager or IRB Professional 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.