Georgia State University

Job Specification

Job Title: Institutional Review Board (IRB) Compliance Officer

BCAT Code: 09PX15  Effective Date: January 1, 2008
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees, administers, implements, and manages Institutional Review Board (IRB) functions. Reviews research protocol applications that involve the participation of human subjects in research. Ensures that the University is in compliance with federal, state, and local regulations, policies and guidelines. 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 (PI).
- Performs the pre-committee analysis of research proposals.
- Provides orientation to new IRB members, such as discussing the importance of the IRB, their charge as members, the application of principles set forth in the Belmont Report, and its relation to federal regulations and current IRB research issues.
- Collaborates with the IRB Chair to conduct research inquiries, investigations, audits, etc.
- Addresses non-compliance with vigor, determination, and develops plans for immediate correction.
- Creates training materials; gives workshops and classes, such as training for novice researcher in the fundamentals of creating and submitting better applications to the IRB.
- Oversees the maintenance of the human subject database and website.
- Collaborates with the Associate Vice President (VP) to create training and workshop materials.
- Coordinates with the Office of Sponsored Research to verify the approval of research proposals and obtain vital information for committee review.
- Supervises IRB Compliance Specialists.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Proficient in word processing, spreadsheets, and database software.
- Maintains working knowledge of federal regulations and Institutional Policy and Procedures as they relate to the management of the IRB at Georgia State University (GSU).
- Knowledge of applicable federal, state, and local laws, regulations, and guidelines relevant to human subjects research.
- Ability to work efficiently in stressful situations.
- Ability to supervise others and organize schedules effectively.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master’s degree and three years of experience in the administration of a human subject protection program; or a combination of education and related experience. Certified IRB Professional preferred. 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.

Office of Human Resources  Classification Section