Job Title: Institutional Review Board (IRB) Compliance Officer, Senior

BOR Code: 09PU04  Effective Date: April 1, 2007
Pay Grade: G19  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees, administrates, 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 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 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, applications of principles set forth in the Belmont Report, and its relation to federal regulations and current IRB research issues.
- Audits files and research protocols to ensure compliance.
- 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 material; gives workshops and classes, such as training for novice researcher in the fundamentals of creating and submitting better applications to the IRB.
- Supervises the 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 and five 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.