Job Title: Institutional Review Board (IRB) Compliance Specialist

BCAT Code: 09WX05  Effective Date: January 1, 2008
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Under direct supervision, provides administrative support for the efficient management of the University Institutional Review Board (IRB) unit. This is an entry level position within the IRB Compliance series. This level may also be used as a training level.

Examples of Duties
- Supports the daily administrative operation for the efficient processing of research protocols.
- Sends correspondence to the principal investigators (PI) regarding IRB actions taken on protocols.
- Follows up with PIs to ensure the timely response to IRB research protocol revision requests.
- Creates and maintains multiple files.
- Coordinates IRB activities by preparing protocols for the IRB member review, such as meeting logistics, agenda preparation, and recording of meeting minutes.
- Audits files and research protocols to ensure compliance.
- Maintains the human subject database.
- Trains new IRB members.
- Assists in the updating of multiple of manuals and forms required by federal agencies.
- Assists in updating the IRB website.
- Assists in the implementation of procedures that ensure University policy complying with federal regulations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of scientific concepts and terminology.
- Proficiency in word processing, spreadsheets and database software.
- Excellent communication skills and word processing skills.
- Proficiency with a computer.
- Highly organized and efficient work ethics.
- Ability to work with large amounts of information and screen incoming material.
- Ability to apply rules and regulations promulgated by federal, state and local agencies.
- Ability to multi-task in a deadline driven environment.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of experience in human subject protection; or a combination of education and related experience. Preferred: Collaborative Institutional Training Initiative (CITI) training and Certified IRB Professional (CIP); Certified Senior IRB Specialist; Certified IRB Manager or Certified IRB Professional and experience working in an academic setting.

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.