

Title of Position: Director
Department: Institutional Research Board

JOB DESCRIPTION:

The IRB Director serves as the chief administrator for the IRB Office and works together with the Board Members and the Chair in the development and implementation of policies, procedures, and guidelines for human subject protections and the functions and activities of the IRB at this university. The Director acts as a liaison between the IRB and investigators to assure compliance with regulatory and institutional requirements and has responsibility for protocol review and approval. Starting in academic year 2012-2013, the Director will have a unique opportunity to organize and build a restructured professional IRB office. Situated within the Office of the Provost and reporting to the Chief Research Officer, the Director will work closely with other units at the University that promote and support faculty research.

RESPONSIBILITIES:

- Overseeing a year-round IRB operation that processes all requests for review
- Serving on the Board as a non-voting member and attending all convened meetings
- In conjunction with other University offices (such as the Center for Ethics Education), developing and administering an educational program to assure that the University's community of researchers (including all Board members) are knowledgeable about matters related to the protection of human research participants and the requirements of the IRB
- Monitoring changes in federal law, recommending appropriate revision in policy and procedures, and advising the University in dealing with federal, state, and local agencies and organizations on IRB matters
- Managing the office including the preparation of IRB budgets and an end-of-year report on the work of the IRB

QUALIFICATIONS:

- Bachelor's degree is required. Advanced degree preferred.
- At least 3 years of experience in Institutional Review Board is required, preferably in a social/behavioral/educational research environment. Two additional years' experience may be substituted for each year of study necessary for advanced degree.
- Certification as an IRB professional is highly desirable
- In-depth knowledge of and experience with federal regulations for IRB, and the ability to develop proficiency with new OHRP guidelines and regulations
- Excellent oral and written communication skills, including ability to digest and present complex material clearly and succinctly.
- Ability to work with investigators and research and administrative staff at all levels, often under deadline pressure; a clear attitude of customer service; the ability to build and maintain positive working relationships at all levels of the university
- Computer literate with working knowledge of MS Excel. Familiarity with other electronic protocol systems also desirable.

Salary:	Competitive
Starting Date:	ASAP
Send Letter and Resume to:	Office of Human Resource Management hr@fordham.edu