**IRB Compliance Officer, Office of Research & Engagement**

Pay grade 43. Salary DOE&Q - Full Time

**Duties/Responsibilities**

The Office of Research & Engagement at the University of Tennessee is seeking to hire an IRB Compliance Officer. The IRB Compliance Officer provides managerial oversight and subject matter expertise to the Human Subjects Research Program and all other compliance activities related to the Institutional Review Board (IRB) and research activities involving human research subjects. The IRB Compliance Officer will facilitate university compliance with state and federal regulations related to the protection of human research subjects. Training materials will be developed, modified, and delivered to the university research community. This position will manage and lead the current effort for AAHRPP accreditation. Once accreditation is received, the IRB group shall continue activities and implement new requirements to maintain accreditation. The Compliance Officer is responsible for reviewing and facilitating the review of Exempt, Expedited, and Full Committee protocols. The IRB Compliance Officer also supervises other IRB compliance employees.

Specific duties include:

* Manage the administrative processes of the Human Subjects Institutional Review Board (IRB) and other compliance activities in support of complex research protocols
* Develop, document, and maintain business practices associated with research involving Humans and other compliance programs as needed
* IRB administration
* Manage and lead the effort for AAHRPP accreditation and maintain accreditation
* Contact and outreach to the research community and research partners
* Serve as a member of the IRB, including serving as the primary reviewer for Exempt and Expedited protocol submissions
* Manage the continuous quality improvement and post approval monitoring activities of the Human Subjects Protection Program
* Build and preserve a culture of compliance

**Minimum Required Education and Experience:**

* Bachelor’s degree or equivalent training and experience
* Minimum of five (5) years of progressively responsible administrative experience

**Minimum Required Skills and Abilities:**

* Ability to maintain the highest ethical standards in the field of human subjects research
* Advanced knowledge of Human Subjects Protections and the Institutional Review Board
* Ability to influence and build work relationships among a diverse workforce at all levels
* Ability to prioritize, multi-task, and meet deadlines
* Excellent oral and written communication skills
* Ability to use word processing, spreadsheet, and database programs

**Preferred Qualifications**

* Master’s or doctorate degree in a related field
* Experience in research compliance, preferably in higher education with an IRB
* Supervisory experience
* Certified IRB Professional (CIP) is preferred. If the candidate is not CIP certified, the expectation would be to take the exam within two years of starting.

**Additional Information:**

* Please attach the following electronic documents to the application: Cover letter, resume, and the names, addresses (postal and electronic), and telephone numbers of five (5) references
* Applications will be reviewed beginning April 15, 2014.

**Related Websites:**

* **HR Web Links:** [**https://ut.taleo.net/careersection/ut\_knoxville/jobdetail.ftl**](https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl)

**<http://hr.utk.edu/recruitment/>**

* Office of Research & Engagement: <http://research.utk.edu/>
* Institutional Review Board: <http://irb.utk.edu/>
* Employment & Benefits: <http://www.utk.edu/facultyandstaff//>
* Benefits Summary for Active Employees: <http://humanresources.tennessee.edu/benefits/gen_benefits_info.html>