



## Institutional Review Board (IRB) Analyst Office of Research Compliance

### Two Positions Available

The University of Massachusetts Amherst invites applications for two available IRB Analyst positions in the Office of Research Compliance. The IRB Analyst has direct responsibility for assisting campus researchers in preparing human subject protocols, independently answering queries and providing authoritative information regarding regulations. The IRB Analyst carries out risk assessment and ethical pre-review of protocols, including analyzing content, independently determining adequacy of the application and level of review required, and developing extensive technical correspondence to researchers regarding necessary changes. The IRB Analyst is part of a team that provides a variety of functions, such as developing and delivering training, creating guidance, and screening off-campus recruitment requests.

#### Minimum Qualifications:

1. Bachelor's degree, preferably in a biomedical, social, or behavioral science field, plus two years of related experience. Experience with human subject protocol review preferred.
2. Excellent verbal and written communication skills.
3. Ability to deal effectively with high volume of protocols, rigid deadlines, and frequent changes.
4. Skilled in interpersonal relations and ability to provide diplomatic and patient customer service.
5. Demonstrated skills with variety of computer software programs (e.g., MS Word, Excel, PowerPoint).
6. Experience in the interpretation and application of regulations to written protocols preferred.
7. Experience in developing curriculum and presenting material (seminars, guest presentations, etc.) to inform students, researchers, and administrators on the ethics of human subject research preferred.
8. Certified IRB Professional (CIP) certification preferred.

Hiring Salary Range: \$41,100 - \$51,500

Normal Starting Salary: \$41,100 - \$46,300

The University also offers an attractive benefits package.

Please go to <http://umass.interviewexchange.com/jobofferdetails.jsp?JOBID=53167> and submit a letter of application describing relevant experience and a résumé. The names, addresses, and telephone numbers of at least three professional references will be required prior to interviews. To receive priority consideration, please submit your application materials by the priority deadline of **October 10, 2014**. Applications will be accepted after the priority deadline until the position has been filled. Please include **Search #R49286** on your application materials.

*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members.*