

Assistant Director, Research Protections

Posting Details

Request to Recruit

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| Position Title | Assistant Director, Research Protections |
| Faculty Rank | No |
| Provide Rank | |
| Position Number | 085241 |
| Department | Office of Research - 282000 |

Position Summary Information

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| Minimum Qualifications | <ul style="list-style-type: none"> •Bachelor's degree is required in relevant discipline (psychology, science, health, etc.) •Masters degree or equivalent experience in compliance work preferred •Working knowledge of human subjects research regulations required; documented training or certification preferred •Proven attention to detail; strong analytical and organizational skills essential •Ability to articulate complex regulatory issues to diverse audiences from students to administration •Experience or training in ethics or research regulations helpful •Experience in presenting or training helpful |
| License/Certification Required | |
| Preferred Qualifications | |
| Essential Duties and Responsibilities | <p>Responsibilities include:</p> <ul style="list-style-type: none"> •Receiving, entering (or supervising the entry of), and screening requests for IRB review •Determining NHSR and reviewing exempt IRB applications •Reviewing expedited level reviews when assigned by IRB Chair •Preparing for IRB meetings and post-meeting/post-review responsibilities •Assisting researchers with the IRB process •Assisting the Director with development and communication of policy, procedures, and guidelines for Research Protections •Ensuring accurate and comprehensive records are maintained for the Human Research Protections Program •Performing outreach and other duties as assigned in support of the education and monitoring of the responsible conduct of research at Appalachian •Assist the Director with investigations of noncompliance or research misconduct •Developing reports and assist the Director with data management and improvement projects •Ensuring accurate and appropriate records are maintained for the RCR program •Serve as alternate voting member on IRB •Serve as contact for Research Protections Office in Director's absence |
| Type of Position | Full Time Position |
| Appointment Type | 1.0 |
| Work Schedule/Hours | Mon-Fri, 8am-5pm |
| Number of Hours Per Week | 40 |
| Number of Months Per Year | 12 |
| Critical/Essential Staff | No |
| Physical Demands of Position | Majority of work is administrative in nature requiring long periods of time at a desk/computer. Departmental visits and presentations require in-person visits across campus. Inspections may require off-campus visits. |

Departmental Information

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| Name of Immediate Supervisor |
| Supervisor's Title |

Posting Details Information

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| Proposed Date of Hire | 06/01/2015 |
| Application Procedure | Please attach cover letter, resume/cv, and a list of at least 3 professional recommendations. Questions about the position may be directed to compliance@appstate.edu. |
| Suggested Salary Range | Contingent on experience and certifications. |
| Disability Accommodation Information | Robin Tyndall tyndallrs@appstate.edu (828)262-2692 |
| Posting Date | 04/14/2015 |
| Open Until Filled | Yes |
| AA/EEO Statement | Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation. |
| Background Check Statement | Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory criminal background report. |
| Eligibility for Employment | Proper documentation of identity and eligibility for employment will be required before the hiring process can be completed. |

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References

Optional Documents

1. Curriculum Vitae