Title: Director, Institutional Review Board Office

Essential Function

Under general supervision from a designated administrator, direct the administrative activities of human study subjects; evaluate and ensure compliance with federal, state and local regulations.

Characteristic Duties

- Direct the administrative activities of human study subjects; evaluate and ensure compliance with federal, state, and local regulations.
- Develop and implement policies and procedures consistent with accrediting agencies, federal, state and local regulations.
- Serve as liaison to federal and state regulators.
- Provide oversight of the protocol submission process; review and approve protocols and electronic submission systems.
- Develop and implement appropriate training programs and evaluate program effectiveness.
- Develop and monitor departmental budget; review and approve operating expenditures.
- Coordinate regulatory site visits, report deficiencies, and follow-up issues with appropriate agencies.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Science or related field. Experience must be in the area of legal or regulatory compliance and include at least three (3) years supervision.

Last updated: January 2007

An affirmative action/equal opportunity institution