

Posting Preview

Job Requisition	
Requisition Number:	03020891
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-23-2018
Closing Date:	
Position:	IRB Executive Assistant
Payroll Title	_____ ASSISTANT III
Number of Positions:	1
Salary:	\$21.90 - \$31.40/hour
Appointment Type:	Career
Appointment Description:	100%. Monday - Friday; 8:00am - 5:00pm
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	IRB ADMINISTRATION - 061811
Department Description:	The Institutional Review Board (IRB) is a campus-wide committee established to protect the rights and welfare of human subjects in research studies conducted under the auspices of the University of California, Davis. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction. The IRB independently approves or disapproves a research protocol based on whether or not human subjects are adequately protected. The IRB, which reports to the Vice Chancellor for Research, is comprised of four committees: three clinical and one social and behavioral. The IRB Administration unit provides education and training, administrative and record-keeping support, and conducts quality improvement audits for the IRB.
Location:	(Other)
Position Details	
Job Summary:	Under general supervision of the Director of IRB Administration, provide executive assistant level support to the Director for a wide range of projects, coordination of daily activities, and development of correspondence. Provide administrative assistance to the IRB Administration. Duties include but not limited to, the receipt, screening, data entry and tracking of all new and continuing applications; receipt and screening of Modifications and Serious Adverse Event Reports; preparation of agendas and materials for committee meetings; prepare and issue IRB approval documents; communicate decisions to investigators; maintain records and filing systems; and counsel investigators regarding application requirements.
	Position requires lifting up to 25 lbs. Lift and carry stacks of

Physical Demands:	files/documents weighing up to 25 lbs. Sit at computer and view a monitor/display screen for extended periods of time.
Work Environment:	<p>Work occasional overtime. Position located at CTSC Building at the UCD Medical Center in Sacramento, CA. Travel between on- and off-campus locations.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Qualifications	
Minimum Qualifications:	<ul style="list-style-type: none"> - Experience performing complex executive administrative management or support functions for a senior manager in an executive-level office. - Experience managing complex electronic calendars, scheduling and coordinating large complex meetings and special events. - Writing, editing, and proofreading skills to produce correspondence and other written materials that reflect the high standards and professionalism of an executive office. - Analytical and investigative skills to elicit information needed to clarify inquiries and requests. - Skill to understand, interpret, and apply federal/state/university rules, regulations and policies. - Experience using various software programs (word processing, spreadsheets, databases, presentation software, etc.) to accomplish assignments. - Skills to research, identify, and validate projects assigned by the supervisor. - Organizational and time management skills to establish goals, set priorities and manage deadlines; flexibility to change direction and adjust priorities as the executives' needs dictate. Experience managing complex projects in a fast-paced environment with competing demands.
Preferred Qualifications:	<ul style="list-style-type: none"> - Familiarity with or campus issues, policies, procedures, and practices in the area of human subjects. - Knowledge of available campus services and community resources. - Work independently and as part of a team in a respectful and professional environment. - Interpersonal skills to deal with others to secure necessary information and cooperation from a variety of individuals and ability to effectively resolve issues. - Skill to develop creative solutions to general problems, attempt unfamiliar projects/assignments and respond with flexibility to requests for assistance.
Search Category:	All Jobs
Background Check:	Yes