

Posting Preview

Job Requisition	
Requisition Number:	03022899
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	01-14-2019
Closing Date:	
Position:	DIRECTOR OF INSTITUTIONAL REVIEW BOARD ADMINISTRATION
Payroll Title	RSCH CMLPNC MGR 2
Number of Positions:	1
Salary:	\$6,375.00 - \$14,541.67/MO
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	IRB ADMINISTRATION - 061811
Department Description:	
Location:	Sacramento (does not include UCDHS)
Position Details	
Job Summary:	<p>Under general direction of the Executive Associate Vice Chancellor Research Administration, the Director of Human Subjects oversees four research compliance committees, and the Institutional Review Board Administration. The Director fulfills federal mandates to ensure a regulatory compliant research program to protect the public's welfare, ensure transparency at the institution, and to protect the rights and welfare of research participants.</p> <p>This is one of the most significant research-related positions on campus because the legal and financial risks for the University are significant in the areas of human subject protection, federal, state, and local regulations and policies.</p>
Physical Demands:	- Lift and carry stacks of files/documents weighing up to 25 lbs.
Work Environment:	<p>-Valid CA driver's license to travel using own transportation to off-site events and meetings.</p> <p>-Work occasional evenings, weekends and holidays to meet business needs.</p> <p>-Work in area where there is constant traffic and noise from office machines, telephones, and conversations.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014.</p>

	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.
Qualifications	
Minimum Qualifications:	<ul style="list-style-type: none"> -Management and leadership experience in IRB Administration with progressive increasing responsibility, including team building, mentoring, and coaching to supervise professional level staff. -Knowledge of state and federal laws, regulations, and guidelines in the area of human subjects' protections. -Expertise in human research protections including review and interpretation of federal and state regulations, including HIPAA, FDA regulations, and the new OHRP Common Rule as appropriate. -Knowledge and experience interpreting FDA regulations pertaining to human subjects' research, investigational products, and adverse event reporting. -Experience effectively managing staff, including plan, schedule, or direct work assignments, monitor labor productivity, evaluates performance and address human resources related issues in accordance with labor laws and internal regulations and policies. -Communication, analytical, and collaborative skills to interact effectively with a broad spectrum of constituents, including faculty members, high level administrators, federal and state leaders, regulators and sponsor representatives. -Experience using the computer to conduct research via the internet and use word processing, spreadsheet, presentation, database, payroll, and personnel, and accounting software/application systems.
Preferred Qualifications:	<ul style="list-style-type: none"> - Minimum five years experience working in the field of Institutional Review Board Administration or an equivalent combination of education and experience. -Knowledge of the IRB accreditation process. -Experience implementing internal policies and external regulations. -Time management and organizational skills to prioritize and complete workload and activities with conflicting deadlines.
Search Category:	
Background Check:	Yes