



Senior Institutional Review Board Analyst

Job Description

JOB INFORMATION

Job Code:	121107
Job Title:	Senior Institutional Review Board Analyst
FLSA Status:	Exempt
Supervisory:	
Job Family:	Research - Institutional Review Board
Job Family Group:	USC Job Families
Management Level:	7 Individual Contributor

JOB SUMMARY

Independently reviews biomedical and behavioral research proposals of varying complexity and risk, with an emphasis on expedited and full board applications, and approves changes in approved research that are eligible for expedited review. Serves as a regulatory subject matter expert (SME) for faculty, staff, students, and ancillary committees on Institutional Review Board (IRB) regulations, policies, and practices. Assists in the development of IRB education, training, and guidance materials.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Three years of IRB experience conducting reviews of varying complexity of risk.
X		Demonstrable knowledge of federal, state, and local regulations, laws, policies, and ethical practices governing the research of human subjects.
X		Ability to analyze, interpret, and evaluate, and report on information.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent oral and written communication skills.
X		Proven project management skills.
X		Excellent organization, planning, and interpersonal skills.
X		Ability to maintain confidentiality and handle sensitive material with discretion.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as a regulatory SME for faculty, staff, students, and ancillary committees on IRB regulations, policies, and practices. Assists in addressing questions and escalated issues and problem-solves for day-to-day IRB operations (e.g., resolving technical problems and answering questions regarding studies that no greater than minimal risk).				
Conducts pre-reviews for expedited and full board reviews of biomedical and behavioral research proposals submitted to the IRB, in compliance with federal regulations and institutional policies and procedures. Identifies issues or concerns that must be addressed in order to guide the Chair, Vice Chair, and committee members in order to facilitate approval of the research studies.				
Composes detailed and complex meeting minutes and correspondence that effectively describe concerns raised by full board reviewers, changes required by the board to make the study approvable, and the rationale for the board's decisions and requested change.				
Assists in the training and mentoring of new IRB staff. Participates in audits as required.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts				
Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.