



Institutional Review Board Manager Job Description

JOB INFORMATION

Job Code:	121108
Job Title:	Institutional Review Board Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Research - Institutional Review Board
Job Family Group:	USC Job Families
Management Level:	6 Manager
Institutional Review Board Manager	

JOB SUMMARY

Manages the university's Institutional Research Board (IRB) program and teams to ensure regulations and policies are appropriately addressed. Responsible for analyzing and applying federal and state regulations, setting IRB policy and strategy, and ensuring the university's IRB processes, policies, and procedures are compliant.

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		7 years	with IRB
X		2 years	in a lead role, supervising and providing expertise on IRB submissions
	X	8 years	with IRB

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Significant knowledge of complex federal, state, and local regulations, laws, policies, and ethical practices governing the research of human subjects.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to analyze, interpret, and evaluate, and report on information.
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.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Institutional Review Board Professional.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and establishes the IRB operations, policies, practices, and procedures and provides guidance related to human subjects' research. Manages and oversees IRB teams to ensure optimal performance and employee development are achieved, includes making hiring, firing, disciplining, and developing staff, directly or indirectly.				
Implements, audits, and maintains the IRB application, submission, review, and operational workflow processes, ensuring compliance and efficiency throughout. Provides feedback to key stakeholders regarding program efficacy and efficiency and identifies and recommends improvements to IRB review processes and procedures.				
Collaborates with relevant stakeholders to manage and review incoming research proposal submissions as needed. Reviews research proposals of varying complexity and risk to verify compliance with institutional requirements and determines whether applicable regulations and policies are properly addressed. Identifies ethical and regulatory issues found in submitted research proposal and communicates findings.				
Maintains currency in federal and local regulations regarding the research of human subjects. Assists in the development of IRB education, training, and promotional materials, as well as the training and mentoring of IRB analysts and administrative staff. Prepares correspondence and/or forms as required. Oversees the IRB's online presence, (e.g., applications, frequently asked questions, etc.) and collaborates with key stakeholders to facilitate its ongoing improvement.				
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. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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/			No

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.