

Regulatory Coordinator - Office of the Vice Provost for
Research
Tufts University

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Posted Apr. 5, 2021, set to expire Aug. 18, 2021

Job Title Regulatory Coordinator - Office of the Vice Provost for
Research

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Apr. 5, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Research/Technical/Laboratory

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Job Description

Regulatory Coordinator - Office of the Vice Provost for Research - (21001213)

Description

The Office of the Vice Provost for Research (OVPR) is responsible for pre-award administration of grants and contracts; supporting investigators in developing proposals and funding strategies for their research and scholarship; protection, management, and licensing of the University's intellectual property; oversight of the use human subjects, animals, biological and chemical hazardous agents, select agents and bloodborne pathogens in research and training, radiation and laser safety and environmental health and safety; implementation of the University's policies on conflict of interest in research and misconduct in research and scholarship; and working with other administrative offices to create an environment at the University that encourages and facilitates research. The OVPR assures that the services and resources provided by the units under its direction meet the needs of the

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research community and satisfies the requirements of laws and regulations that govern research, and protecting the University's interests. This includes policy development, strategic planning, and oversight. The OVPR also works closely with the research leadership of the schools and Tufts Medical Center to promote cooperation, collaboration, and sharing of resources to maintain a positive working relationship between the schools and with the hospital. Additionally, the OVPR maintains close working relationships with faculty and department chairs in order to keep abreast of the needs and direction of research and to foster an environment of open communication and responsiveness.

The Institutional Animal Care and Use Committee (IACUC) at Tufts University and Tufts Medical Center oversees all activities that involve animals and ensures compliance with federal, state and local regulations. The Institutional Biosafety Committee (IBC) at Tufts University and Tufts Medical Center oversees all potentially biohazardous research, including the use of recombinant DNA, infectious agent, biological toxins and select agents, and ensures compliance with all relevant federal, state and local regulations. The Institutional Chemical Safety Committee (ICSC) at Tufts University and Tufts Medical Center oversees the use, storage and disposal of high hazardous chemicals in research, teaching and training and ensures compliance with the OSHA Laboratory Standard. The Radiation and Laser Safety Committee (RSC) at Tufts University oversees the use of radioactive materials and radiation-producing machines in research, teaching and training and ensures compliance with all relevant federal, state and local regulations.

The Research Regulatory Administrative Assistant ensures compliance with regulatory requirements of the IACUC, IBC, ICSC, and RSC. In particular, this position is tasked with completion of the regulatory personnel requirements for four campuses and two institutions. This position is the primary resource at the institutions for ensuring compliance with research personnel requirements, including, but are not limited to: addition of personnel to protocols, registrations, and/or permits for the 4 regulatory committees; tracking completion of multiple trainings; facilitating occupational health and safety clearances, and facility access (as needed). This position manages the databases for these personnel requirements, notification system, and follow-up with various offices to ensure regulatory-level documentation. This position updates the trainings as needed and collaborates with other groups in the institutions to ensure that the research staff is receiving accurate information on the IACUC, IBC, ICSC/Chemical Safety, and Radiation and Laser Safety websites and in office communications. The position will also be responsible for administrative aspects of regulatory committee management and meeting facilitation. This position is also responsible for creating/revising office Standard Operating Procedures and ensuring consistency across committee, schools, and campuses.

Qualifications



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Basic Requirements:

Knowledge and experience typically a high school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of experience.

Proficient use of computers, especially the Microsoft Office suite of applications. Willingness to learn new computer systems and software.

Preferred Qualifications:

Bachelor's degree in the biological/life sciences

Preferred experience in compliance and/or regulatory administration

Knowledge of biomedical terminology

Very detail-oriented with superb organization skills and multi-tasking skills

Demonstrated excellent written and verbal communication skills.

Excellent customer service skills. Ability to communicate with all levels of faculty and staff in an accurate, concise, and helpful manner.

Must possess ability to function independently and to solve problems with minimal supervision.

Must be able to learn new tasks and function quickly, accurately, and efficiently as new projects arise.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact