

IRB Specialist (6230U), Protection of Human Subjects -
73287

University of California, Berkeley

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Downloaded On: Oct. 5, 2024 1:15am

Posted Sep. 30, 2024, set to expire Jan. 26, 2025

Job Title	IRB Specialist (6230U), Protection of Human Subjects - 73287
Department	Office for Protection of Human Subjects
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Office for Protection of Human Subjects (OPHS) is the administrative office that supports the Committee for Protection of Human Subjects by coordinating the review of research, keeping abreast of the changing policies, rules and regulations, and working with CPHS and researchers to address research protocol and compliance issues. OPHS also provides education and outreach to UC Berkeley investigators and functions as a liaison to other campus units such as the Sponsored Projects Office and the Office of Environment Health & Safety.

Position Summary

Involves staff research oversight and compliance committee responsibilities related to research activities involving human subjects, animal care and use, and/or stem cell. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and facilitates compliance with federal, state, and University mandated laws, regulations, and policies.

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Application Review Date

The First Review Date for this job is: 10/11/2024.

Responsibilities

- Applies research compliance professional concepts to review and pre-review routine to increasingly complex research protocols applying Federal regulations, State regulations, and University policies to ensure and document University compliance, as well as documentation of compliance with the goal of safeguarding the rights and welfare of human subjects used in research conducted under the auspices of the campus.
- Provides pre- and post-guidance on preparing and revising research applications. This may include communicating with researchers and providing guidance on how to resolve particular issues and meet requirements of external regulatory bodies and/or funding agencies.
- May lead, participate and/or administratively support major programmatic components of OPHS (e.g. educational outreach, inspections, occupational health and safety, audits and/or post approval monitoring).
- Participates in general administrative support of office with customer service (e.g. general email, answering phone calls, full committee meeting support). Participates in the development, drafting and/or revision of office procedures (SOPs), policies, and guidelines to enhance the compliance program.
- Understands and coordinates with other pertinent campus compliance units as indicated where multiple policies can impact a single project.
- Work on special projects as assigned by Director.

Required Qualifications

- Demonstrates self-discipline, analytical skill and sound, independent judgment completing assignments.
- Thorough knowledge of and/or can quickly learn and ability to apply all of the Federal, state, and university regulations, policies, and guidelines for the protection of human subjects.
- Working knowledge of quantitative and qualitative research design; scientific research concepts and terminology.
- Demonstrated proficiency in public speaking and writing.
- Ability to effectively prioritize workload and competing deadlines (i.e. excellent time management and organizational skills).
- Ability to work with a diverse range of customers/stakeholders with excellent customer service

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skills.

- Bachelor's degree in related area and/or equivalent experience/training.
- At least two years full-time of relevant experience, preferably in an IRB/HRPP office.
- CIP (Certified IRB Professional). Certification should be obtained within 24 months of hiring (if not already certified).

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$80,400.00 - \$96,650.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5681828&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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

Contact

N/A



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