UC Davis Job Opportunity

IRB Administration Coordinator

VL# 11412 External
IRB Administration Coordinator (ASSISTANT III)
$3,128.00 - $4,484.00/Mo.
Final Filing Date 10-20-08

This position is located in: IRB Admin, Office of Research, UCDMC in Sacramento and is represented by a union. Working hours: M-F, 8-5.

This External position is for UCD/UCDHS employees and the general public. Applications from the general public and UCD/UCDHS employees will be considered simultaneously.

The Institutional Review Board Administration is a unit within the Office of Research. The IRB Administration is responsible for providing administrative and record-keeping functions, education and training, and conducting quality improvement activities for the Institutional Review Boards (IRBs). The IRBs review and make decisions on all research involving human subjects to ensure compliance with Federal, State and University regulations. This position is one of three Coordinators in the unit. Workload responsibilities will be evenly distributed among the Coordinators.

Responsibilities: This position is located at the UC Davis Medical Center in Sacramento. The Incumbent provides administrative assistance to the IRB Administration. Duties include but not limited to, the receipt, screening, data entry and tracking of all new and continuing applications; receipt and screening of Modifications and Serious Adverse Event Reports; preparation of agendas and materials for committee meetings; prepare and issue IRB approval documents; communicate decisions to investigators; maintain records and filing systems; and counsel investigators regarding application requirements. This position will serve as back-up support for accounts payable and accounts receivable transactions.

Requirements: Excellent interpersonal, and oral communication skills to effectively and professionally communicate in person, in writing and on the telephone; analytical and investigative skills to elicit information needed to clarify inquiries and requests; and professional skills to handle sensitive or difficult situations diplomatically, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives. Skills to understand, interpret, and apply federal/state/university rules, regulations and policies. Excellent interpersonal, oral and written communication skills to clearly and effectively interact with individuals of varying ages and cultural backgrounds and perspectives to research, secure, and/or provide information to clarify situations and resolve problems. Skills to exercise diplomacy in dealing with others to secure necessary information and cooperation from a variety of individuals and ability to effectively resolve issues. Excellent computer skills using Word and Excel; ability to quickly learn to use internal custom programs used for protocol management and to learn new programs as needed; ability to perform accurate data entry. Skills to research, identify, and validate projects assigned by the supervisor. Skills to organize work effectively to achieve timely progress on multiple simultaneous projects, distribute effort appropriate among the projects, meet deadlines, and maintain a high level of productivity. Ability to work in a fast paced environment and to follow up on projects until completion of process. Excellent time management and organizational skills to successfully prioritize and complete workload and activities that have immediate and conflicting deadlines. Working knowledge of Privacy of Information Acts and the ability to handle and work with confidential records and materials. Familiarity with or ability to learn campus issues, policies, procedures, and practices in the area of human subjects. Familiarity with or ability to learn campus issues, policies, procedures, and practices in the area of human subjects. Knowledge of or the ability to learn available campus services and community resources. Special Conditions of Employment: Non smoking
work environment. Work occasional overtime. Position located at CTSC Building at the UCD Medical Center in Sacramento, CA. **Physical Requirements:** Position requires lifting up to 25 lbs. Lift and carry stacks of files/documents weighing up to 25 lbs.

Application Process: Apply online at [http://www.hr.ucdavis.edu/Emp/Careers/Application_Process](http://www.hr.ucdavis.edu/Emp/Careers/Application_Process) or apply at UC Davis Human Resources Administration Bldg., Orchard Park, Davis, Ca, 95616. Applications must be received before 5:00 p.m. on the Final Filing Date for consideration (postmarks are not acceptable). Required application materials are available at the UCD Human Resources Administration Building, or on the Internet: [http://www.hr.ucdavis.edu/Emp](http://www.hr.ucdavis.edu/Emp). For additional information call: (530) 752-1760 or TDD Line: (530) 752-7140. UCD is an Equal Opportunity/Affirmative Action Employer.