THE UNIVERSITY OF IOWA

**Office of the Vice President for Research**
**Human Subjects Office**
**IRB Application Assistant**

University Classification: **Application Analyst**

Job Code: **PRD1** Pay Level: **3A**

Position #: **00220609** Org/Dept/Sub-dept #: **04-0213**

Position Reports to: **Anthony Quinlan** **00109054**

Name Position #

**Position Specific Summary:**

Supervise, design, plan, promote and conduct activities for research subject protection programs and services administered by the Vice President for Research and Economic Development (VPRED) compliance units. Incumbents in this job family are typically found in the Office of the Institutional Animal Care and Use Committee (IACUC) or Human Subjects Office. Serve as the technical expert regarding federal and University regulations for the protection of animals or human subjects who participate in research. Develop and coordinate procedures and programs to enhance investigator compliance with the regulatory compliance committee; Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) application process.

## Key Areas of Responsibilities and Specific Job Tasks

| Classification<br>Key Areas of Responsibilities | Specific Job Duties and Tasks |
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| **Review of Research Applications** | • Perform HSO Staff review for all HawkIRB submissions (including HSRD forms, new projects, continuing reviews, modifications, closure notices, and reportable event forms as assigned) to ensure that federal and university requirements for application content and informed consent documents are met.<br>• Perform initial check for completeness of application materials<br>• Coordinate the process of releasing approval materials back to the investigator.<br>• Provide recommendations and assistance in the preliminary review for all HawkIRB application materials to ensure that federal and university requirements for application content are met |
| **Communication with Research Community** | • Serve as liaison to the public, faculty, the UI IRB, other University committees, and research staff concerning inquiries or complaints requiring interpretation of federal regulations and accreditation and IRB policies and procedures. |
| **Regulatory** | • Communicate with investigators and HSO staff to ensure federal regulations for the continuing review of UI non-exempt studies are met.<br>• Able to locate applicable IRB regulations.<br>• Coordination and set up of IRB meetings in compliance with federal regulatory and accreditation requirements. |
| **Administrative** | • Assist in processing mass email requests.<br>• Respond to emails from shared departmental inboxes.<br>• Contribute to the revision or development of office procedures.<br>• Maintain report processing for a variety of reports from the electronic research application system (HawkIRB).<br>• Perform a variety of administrative duties for the HSO/IRB.<br>• Serve as back-up as needed for other positions in the HSO. |
| **Education** | • Assist with revising departmental educational materials for distribution to HSO staff. |
| **Data Management / Reporting** | • Serve as technical expert on the use of the HawkIRB data management system and the IRB application process including interaction with research investigators, |

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| | staff, and others through phone, fax, letter, HawkIRB workflow, email (irb@uiowa.edu) or in person.<br>• Other reporting duties as assigned. |

Other duties as assigned.

## Universal Competencies

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| **Positive Impact/Achieving Results** | Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results. |
| **Service Excellence/Customer Focus** | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |
| **Collaboration and Embracing Diversity** | Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity. |

## Technical Competencies

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| **Accuracy and Attention to Detail**<br>(Working) | • Processes detailed information with good accuracy.<br>• Utilizes specific approaches and tools for checking and cross-checking outputs.<br>• Develops and uses checklists to insure that information goes out error-free.<br>• Accurately gauges the impact and cost of errors, omissions, and oversights.<br>• Learns from mistakes and applies lessons learned. |
| **Communicating for Effective Relationships**<br>(Working) | • Demonstrates an understanding of alternative points of view.<br>• Explains issues in alternative ways to accommodate different listeners.<br>• Demonstrates both empathy and assertiveness when communicating a need or defending a position<br>• Employs appropriate methods of facilitating collaborative communication.<br>• Works with others to address critical issues, resolves problems, and persuade or influence toward appropriate resolutions. |
| **Research Ethics/Compliance**<br>(Basic) | • Explains the rationale and importance of basic research ethics and compliance requirements.<br>• Gives examples of proper and improper behavior.<br>• Able to locate applicable IRB regulations.<br>• Recognizes ethical/compliance requirements within own area of responsibility. |
| **Problem Solving**<br>(Working) | • Uses fact-finding techniques and diagnostic tools to identify problems.<br>• Identifies and documents specific problems and resolution alternatives.<br>• Develops alternative techniques for assessing accuracy and relevance of information.<br>• Helps to analyze risks and benefits of alternative approaches and obtain decision on resolution.<br>• Examines a specific problem and understands the perspective of each involved stakeholder. |
| **Data Gathering and Reporting**<br>(Working) | • Participates in projects to gather data for needs analysis.<br>• Customizes data fields to meet clients' needs.<br>• Interprets and explains results of a data-gathering initiative.<br>• Assesses common problems and obstacles surrounding data-gathering.<br>• Detects and summarizes patterns in data and findings by producing simple reports. |
| **Organizational Savvy and Politics** | • Identifies key players, decision makers, and stakeholder's relevant to own team or function. |

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| (Working) | • Builds network of contacts in relevant other functions and departments.<br>• Obtains and shares information with appropriate stakeholders in other areas. |
| **Team Management and Team Building**<br>(Basic) | • Understands importance of cohesive team effort and concept of synergy.<br>• Differentiates characteristics of effective and dysfunctional teams.<br>• Identifies key factors and requisite activities for building an effective team.<br>• Can explain traditional versus virtual teams. |

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

**Proficiency levels are defined as:**

**Basic Application -** Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience -** Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience -** Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader -** Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

## Position Qualifications

**NOTE: Education OR experience may be increased or decreased by one level for most positions.**

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| Education or Equivalency Required | A Bachelor's degree in an appropriate field, or an equivalent combination of education and experience. |
| Required Qualification | • Experience (typically 6 months – 1 year) of current and relevant research administration, compliance, or program coordination.<br>• **Communicating for Effective Relationships:** Demonstrates a working proficiency in the ability to work with a variety of individuals and groups in a constructive and collaborative manner.<br>• **Accuracy and Attention to Detail:** Understands the necessity and value of accuracy and attention to detail and the ability to process information with high levels of accuracy at a working level of proficiency.<br>• **Service Excellence/Customer Focus:** Ability to meet or exceed customer service needs and expectations and provide excellent customer service at a working level of proficiency. |
| Desirable Qualification | • Working experience with an electronic research application (ie: UIRIS or HawkIRB).<br>• Working knowledge of University and federal policies, procedures, and regulations regarding the protection of human subjects in research.<br>• Experience preparing business reports. |

See requisition # 18001064 at https://jobs.uiowa.edu within Research

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.