Research Compliance Coordinator (TEMPORARY)

The University of Delaware Research Office’s (RO) mission is to serve UD scientist as they pursue research sponsored by government and non-government agencies while ensuring overall institutional stewardship. A major function of the RO staff is to help ensure compliance with all policies and procedures associated with the responsible conduct of research. The protection of human subjects participating in research is among those responsibilities. At UD, all research involving human subjects and/or private identifiable data must be reviewed and approved by the UD Institutional Review Board (IRB). The UD IRB Office supports the functions of the IRB and its Chair.

The Research Office seeks a temporary full-time (37.5 per week) Compliance Coordinator who will support the daily activities of the unit, this temporary assignment will be for four (4) months’ renewable on a monthly basis thereafter. This position does not offer benefits. Compensation is commensurate with the level of experience.

MAJOR DUTIES:

• IRB Meeting planning and preparation: includes communication with IRB members and investigators for scheduling purposes, meeting logistics arrangements, compilation and communication of preliminary notes, assistance with agenda and meeting minutes drafting
• Assist with the management of IRB project closures and other basic administrative tasks within the electronic IRB submission system.
• Assist with the processing of IRB approvals (i.e., generating approval letters, stamping informed consents, etc.)
• Serves as point of contact to the IRB office and answers common questions from investigators and students as they relate to IRB processes and training requirements. Answers phone, emails, and directs questions to others in the office as appropriate.
• Perform other job related duties as assigned.

QUALIFICATIONS AND SKILLS:

• Familiarity with research in the biomedical and/or social and behavioral fields
• Demonstrated ability to learn different electronic administration tools. Skillful with Microsoft Outlook, Microsoft Word and Excel desired.
• Strong written and oral communication ability.
• Excellent organizational aptitude and developed attention to detail. Capacity to work under tight deadlines.

Apply:
To apply, please send resume and contact information for three references to Maria Palazuelos: mariapj@udel.edu