

IRB Coordinator (6299U), Protection of Human Subjects -  
73339  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246429>

Downloaded On: Oct. 10, 2024 2:20am

Posted Oct. 7, 2024, set to expire Jan. 31, 2025

<b>Job Title</b>	IRB Coordinator (6299U), Protection of Human Subjects - 73339
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Research Legal
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**Job Description**

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**IRB Coordinator (6299U), Protection of Human Subjects - 73339**

**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.

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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 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](http://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 staffing research oversight and compliance committee activities related to humans subjects research activities. Reviews research protocols for use in specific fields, assists in 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: 10/15/2024.

### **Responsibilities**

- Applies research compliance professional concepts to review routine or minimal risk research protocols and amendments to ensure that all approval criteria are met as well as Federal and State regulations; and, UCOP and UCB policies.
- Communicates with researchers consulting on general topics and provides guidance on how to resolve particular issues of concern and meet requirements of external regulatory bodies and to properly document these actions in accordance with all applicable laws, regulations, policies and procedures.
- Provides support for special projects as assigned by Director.
- Communicates directly with investigators to resolve all concerns as identified during the review process.
- Under general supervision, issues formal communications to funding agencies and other regulatory campus units.
- Properly documents all review actions in accordance with all applicable laws, regulations, policies, and procedures.
- Determines the appropriate level of review as part of pre-review.
- Provides support for senior staff (e.g. meeting set-up and processing, reimbursements, etc).
- Participates in the development and revision of standard operating procedures and guidelines.

### **Required Qualifications**

- Independence, planning and decision-making abilities to complete assigned duties.
- Knowledge of relevant Federal and State regulations, and policies pertaining to research subjects.
- Ability to solve problems, issues; listen, interpret and confirm understanding of others' communications; and be objective.
- Effective, efficient and tactful oral and written communication skills.
- Time management skills and the flexibility to accommodate changing priorities in unit.
- Ability to work in a team-oriented setting, to prioritize work, and to follow through on routine assignments with minimal direction.
- Proficiency with computers, including the ability to operate personal computer software with sophisticated retrieval, storage, and merging capabilities.
- Excellent customer service skills, pleasant, helpful and patient.

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- Strong organizational skills, the ability to multi-task, and work with frequent interruptions.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- At least one year of full-time experience in a human research lab.
- Eligibility for professional certification (CIP).

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly 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 hourly range that the University reasonably expects to pay for this position is \$31.94 - \$37.90.

### 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



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partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **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=5696865&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5696865&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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)



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### **Contact Information**

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

#### **Contact**

N/A

University of California, Berkeley

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