



Weill Cornell Medical College

**Division:** Joint Clinical Trials Office/Institutional Review Board (IRB)

**Immediate Supervisor:** Rosemary Kraemer

**Schedule:** Full-time

**Overtime Status:** Non-exempt

**Senior Manager:** Mary Simmerling

**Supervises Staff:** No

### **Position Summary**

Under direction of the Director and Assistant Director of the Human Research Protections Program, performs tasks as assigned to support the administration of the WCMC IRBs. This individual demonstrates competency in reviewing and processing all IRB submissions independently. Able to assist and advise investigators and research coordinators in their preparation of IRB submissions following OHRP and WCMC policies and procedures with minimal assistance from the Director, Manager or Coordinator of the IRB.

### **Position Activities**

- Answers and screens telephone calls; responds to general inquiries from the research community.
- Occasionally presents at IRB educational workshops and attends clinical and basic science meetings to assist in answering questions.
- Proficient in the use of Coeus/JIRA and eIRB.
- Performs data management activities; maintains and updates computerized database for the IRB; creates and generates computer based forms, document templates, and mail merges; conducts database searches; creates reports for various departments listing current research protocols. Processes all full Board and expedited submission types; pre-reviews to ensure completeness; prepares agenda and review sheets; attends IRB meetings; generates correspondence based on the meeting discussion and reviews; follows submission until approved.
- Performs other related tasks as assigned.

### **Requirements**

#### *Minimum Requirements*

- Bachelor degree in health-related field
- Proficient in word processing and database applications
- Excellent organizational, analytic, administrative, interpersonal, teamwork and communication skills

#### *Highly Desired Requirements*

- Prior research experience
- Completion of Biomedical Researchers and Key Personnel CITI training
- Bachelor's degree in a health care related field

- Citi Training – Good Clinical Practice
- Completed 12 months as an administrator in a human protections program (or equivalent based on judgment of the Director of WCMC’s Human Research Protection Program).
- Attended and successful completion of PRIM&R 101

**Working Conditions/Physical Demands**

*No additional working conditions/physical demands provided.*

**All WCMC employees are expected to uphold the following organizational "Shared Values"**

- Mission Driven
- We are guided by our goals of excellence in medical and scientific education, health care delivery and biomedical research.
- We have professional commitment and loyalty to our organization. Vision
- We are forward thinking and are flexible and adaptive to the changes in our environment.
- We embrace change, and use it to our advantage. Integrity
- We are committed to doing what is right, even if it is not easy.
- We are ethical in all our business dealings. Excellence
- We seek continuous improvement and always strive for superior performance.
- We strive to advance the reputation of WCMC/WCMC-Q and are committed to upholding standards of excellence that support our reputation.
- We are committed to serving the needs and preferences of our patients, students, faculty and staff.
- We strive to exceed the expectations of our customers with every interaction. Teamwork
- We measure our individual success by the success of our overall work group.
- We are committed to demonstrating courtesy, kindness and respect to our co-workers.
- Accountability
- We take ownership of our work and maintain the highest personal standards.
- We are results-oriented and evidence-based in our approach.