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| **Job Title: Administrative Assistant (Secretary) for the Institutional Review Board (IRB)** | **FLSA Classification:**   * Exempt X. Nonexempt |
| **Reports to: Director of Sponsored Programs** | **Location: Holy Cross Hall 106** |
| **Department: Sponsored Programs** | **Division: Academic Affairs** |
| **Employment Category:**   * Full-Time X. Part-Time | **Paygrade: 317** |

**PRIMARY PURPOSE OF POSITION**

The Administrative Assistant for IRB in the Office of Sponsored Programs is a part-time non-benefits position (approximately 18 – 19 hours per week) that has been funded for 10 months with a possibility of continuation. This position supports the mission of St. Edward’s University primarily by assisting with the work of the IRB Committee: managing the flow of incoming proposals from faculty and students, database management and preparation of documents for professional review by the IRB Committee, and providing support for the development, maintenance, and expansion of an internal online submission system. This position reports to the Director of Sponsored Programs and assists the Director and professional staff in facilitating the work of the IRB Committee, including certification process for all members of the campus community involved in IRB-related research projects and potentially IAUAC Committee work. Also assists with maintaining positive and productive relationships with faculty and staff at St. Edward’s and at partner institutions of higher education, and with grants officers at funding entities. The Administrative Assistant for IRB in the Office of Sponsored Programs works in close concert with:

* The Chair and Co-Chair of the IRB Committee and all member of the Committee, for the intake process and status updates of proposals via an online submission process, and maintenance of certifications of proposers via online training modules.
* The Director and professional staff in the Office of Sponsored Programs to support the related efforts of proposal maintenance for purposes of external funding opportunities for faculty and staff research and development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Handles the initial intake of proposals, project budgets, budget justifications, project summaries and other written materials submitted to the IRB Committee, in a timely fashion
* Prepares documents for the Committee to certify via checklists that standard IRB protocols and all eligibility requirements have been met for incoming proposals.
* Works proactively with IRB Committee members, faculty, staff and colleagues across campus to gather additional information as needed for proposals and reports.
* Prepares summaries and database queries as needed for the IRB Committee and for the Office of Sponsored Programs
* Maintains the IRB website, with content updates as needed, and as directed by the IRB Chair and committee
* Monitors and responds to incoming messages in the IRB mailbox, and informs the IRB Chair of questions that the full committee or the Chair must review.
* Attends meetings of the IRB Committee and takes minutes for recording in the electronic archives of the IRB Committee; and other duties associated with the IRB Committee and the Office of Sponsored Programs as assigned.

**QUALIFICATIONS**

* Bachelor’s degree required, in a Liberal Arts and Sciences discipline, including computer skills.
* Minimum of 1 of years of experience in a professional office setting is preferred; experience may be concurrent with degree completion; experience in the higher education sector preferred.
* Good written and verbal communication skills required; familiarity with submitting documents via online systems, along with and other online tools, is strongly preferred.
* Understanding and appreciation of higher education required; familiarity with private Catholic higher education, with Hispanic-Serving Institutions and Minority Serving Institutions preferred.
* Ability to work in an office where teamwork and professional respect are the foundation for achievement; familiarity with faculty research at a primarily undergraduate institution preferred.
* Proficiency in Microsoft Office applications and understanding of database software programs is required; familiarity with relevant professional organizations and their reports, such as National Council of University Research Administrators (NCURA), is preferred.
* Successful completion of an employment and/or criminal background check is required.

**WORKING CONDITIONS**

Standard working conditions in an indoor campus office, with job duties conducted during the regular business hours of 8 -5, Mon. – Friday.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

None

**EXPECTATIONS**

Employee will familiarize himself/herself with the Mission of SEU and with our Operating Principles, and follow them.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |