AUBURN
Human Resources

Dir, Human Research Protection Program

Job Description

JOB INFORMATION

Job Code	HC66
Job Description Title	Dir, Human Research Protection Program
Pay Grade	RE13
Range Minimum	$99,570
33rd %	$129,440
Range Midpoint	$144,380
67th %	$159,310
Range Maximum	$189,180
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	12/6/2024 2:42:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Director of the Human Research Protection Program (HRPP) is responsible for providing leadership for the protection of human research participants for the institution. This position is responsible for institutional compliance with international, federal, and state rules, regulations, guidance, and laws regarding the conduct of research involving human research participants and for accreditation of the HRPP by the Association for the Accreditation of Human Research Protection Programs.

RESPONSIBILITIES

- Manages the day-to-day operations of the HRPP office, ensuring quality, efficiency, and compliance with international, federal, state, and university regulations and ethical principles.
- Leads the operational activities of the Institutional Review Board (IRB), including maintaining Association for the Accreditation of Human Research protection Programs, Inc. (AAHRPP) accreditation standards for approval time and compliance which includes annual reporting and reaccreditation activities.
- Oversees updates to the HRPP Toolkit including development of and/or editing forms, applications, and instructions. Disseminates information about changes to the institution’s community to ensure uninterrupted compliance.
- Negotiates and upholds the Federalwide Assurance and cooperative agreements to ensure adherence to federal regulations.
- Serves as liaison with federal officials and national organizations.
- Provides leadership and guidance to the Institutional Official, IRB chairs, and the research community to ensure compliance with federal regulations prioritizing the protection of human subjects.
- Represents the institution’s HRPP and educates diverse audiences on the importance and application of IRB policies and procedures.
- Continuously evaluates the current state of research and develops a strategic plan to support future growth in human subject research protection. This includes assessing resource and full-time equivalent (FTE) needs, programmatic requirements, and essential compliance initiatives.
- Ensures effective management and reporting of noncompliance issues and facilitates communication with principal investigators and research teams regarding corrective actions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline required. Business Administration, Science, or Related Field desired.		8 years of	experience in Human Research Protections Program with 5 years of supervisory or management experience	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of federal regulations and agency guidelines for human subjects, including HHS, FDA, HIPAA, FERPA, and other agency-specific regulations	
Managerial experience and proven success in leading an Institutional Review Board (IRB)	
Proven leadership and management skills, including establishing and measuring goals and objectives, optimizing and monitoring work assignments, facilitating career development, prioritizing staff retention, and managing change	
Ability to apply flexibility and creativity to a complex array of compliance issues	
Skill in establishing relationships with human subjects and regulatory agencies on state and federal levels	
Excellent analytical and independent problem-solving skills as well as organizational, coordination, and prioritization skills	
Ability to synthesize information from multiple sources to produce succinct, detail-oriented, and accurate documents, policies, reports, and announcements	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CIP - Certified Institutional Review Board - IRB Professional	Human Research Protection Program Certified IRB Professional (CIP)		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.