JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

IRB Administrator

Job Code: 7455

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

The IRB Administrator oversees Institutional Review Boards (IRBs) responsible for reviewing and approving research involving human participants in medical or social/behavioral studies. This role provides regulatory expertise, guidance, and administrative support to both the IRB and investigators to ensure compliance with federal regulations, institutional policies, and ethical standards in human subjects research.

- Provides expert guidance to investigators on institutional policies, procedures, federal regulations, and other compliance-related requirements pertaining to research.
- Provides technical support and troubleshooting assistance for the IRBs electronic submission system (iRIS)
- Ensures timely and compliant submissions by monitoring deadlines, reviewing investigator revisions and forwarding acceptable submissions for IRB review
- Processes submissions approved by either the IRB or IRB Chair, ensures consent forms and other study documents meet all requirements for approval
- Serves as liaison between the IRB, the IRB Chairperson, Investigators, Office of Research Administration (ORA), Radiation Safety Office, and the Institutional Bio-safety Committee.
- Conducts pre-reviews of study applications and submissions for completeness and adherence to federal regulations, policies and procedures, and other University requirements and determine the appropriate level of review (exempt, expedited, or full board) in accordance with federal regulations, policies and procedures.
- Manages all aspects of IRB committee meetings, including ensuring adequate meeting attendance to conduct meetings, reviewer assignments, staff support, technical support, agenda creation, meeting minutes, and supporting the IRB chair in managing the meeting.
- Drafts and distributes IRB letters containing board determinations and required revisions following IRB deliberations this includes preparing official correspondence on behalf of the Director, Assistant Director, and IRB Chairperson and IRB outcomes
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- Bachelor's degree in a related field

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 3 years of experience in any combination of the following areas: IRB administration, grant and contract administration, clinical research administration, or related field

Certifications or Licenses:

- Obtain the Certified IRB Professional (CIP) Exam within two years of service

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to Master IRB electronic submission system (iRIS)
- Demonstrates sound judgement, analytical, organizational, and time management skills
- Excellent interpersonal skills.
- Able to communicate well and build rapport quickly with students, faculty and staff.
- Detailed oriented for accuracy of data and information.
- Excellent writing skills necessary for communication stipulations to investigators and writing meeting minutes each month.
- Proficient in Microsoft Office

Working Conditions

Physical:
Must be able to work in sitting position. Ability to engage in repetitive motion.

Environmental:
Standard Office Work Environment.

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