Job Title: Human & Animal Research Protection Program Manager

Job ID: 20664

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The Office of the Vice President for Academic Affairs and Provost at The College of Staten Island, City University of New York (CUNY) is seeking a Human and Animal Research Protection Program Manager. The Human and Animal Research Protection Program Manager will be responsible for the efficient management of the submission and review process for submissions made to the Human Research Protection Program (HRPP) and Institutional Animal Care and Use Committee (IACUC). The Manager also provides regulatory and policy education to the College's research community; and provides HRPP and IACUC related administrative and regulatory support to the College's researchers and administrators. The Manager will also work in conjunction with the College of Staten Island Institutional Biosafety Committee.

Additional responsibilities include, but are not limited to:
- Provides guidance to researchers and IRB (Institutional Review Boards)/IACUC members with regards to applicable federal regulations, state laws, and College of Staten Island and CUNY policies.
- Reviews submissions to the HRPP to evaluate whether these require CUNY HRPP or IRB review.
- Reviews protocols that meet the regulatory criteria for exemption from IRB review and makes exemption determinations, as appropriate.
- Performs pre-review of submissions requiring IRB review to ensure completeness and compliance with applicable federal regulations, state laws, and College of Staten Island and CUNY policies.
- Participates in annual meetings of the national organizations involved in regulation of animal research (Office of Laboratory Animal Welfare - OLAW, Public Responsibility in Medicine and Research - PRIMR, and Institutional Animal Care and Use Committee - IACUC).
- Serves as communications liaison between the IRB and College of Staten Island researchers. In addition, serves as liaison among researchers and the IACUC as well as the IACUC and Institutional Officer.
- Leads efforts to conduct training and education of College of Staten Island researchers.
- Manages the day-to-day operations of the IACUC including receipt and review of protocol.
- Ensures that all investigators and key personnel completed the required CITI lab Animal Training.
- Supports the IACUC Chairperson and the IACUC members.
- Ensures that all research and related activities involving laboratory animals presented to the IACUC Office are submitted for IACUC review.
- Provides responses to questions and concerns regarding animal care and use.
- Organizes and facilitates the semi-annual meetings and inspections, as well as other meetings and inspections throughout the year.
- Takes minutes at all IACUC meetings.
- Sends inspection results to key people and follows-up on reports.
- Travels to CUNY's Central Office and various CUNY campuses.
- Additional responsibilities as described in the "CUNY HRPP Procedures: HRPP Staff Responsibilities" available at: https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/HRPP_Staff_Responsibilities_072312.pdf

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred qualifications include:

- Master's degree preferred
- Five (5) years of professional experience in application of human subject and/or animal protection regulations highly desired
- Excellent communication (written and verbal), critical thinking, organizational, and time management skills
- Ability to work effectively and diplomatically with a broad range of researchers and other diverse individuals in a professional manner
- Certification as an IRB professional (CIP) is highly desirable

CUNY TITLE OVERVIEW

Manages College research programs and provides support for related compliance activities.

- Administers various aspects of research programs including submission reviews, compliance education, and project protocols
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies
- Ensures investigators and key personnel complete required training
- Delivers or oversees educational training on research and related activities such as research subject rules and protocols, research compliance and integrity, etc.
- Monitors research subject care and use to ensure safety measures are met
- Serves as primary contact with other College departments and external organizations on research program needs and activities
- Collects information on, monitors, and reports on the advancement and completion of research projects and compliance
- May administer grant funds, prepare proposals, and research potential funding sources
- May manage program administrative and clerical staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.
CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

--Extended--
November 21, 2019; previous applicants need not reapply.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.