The College of Staten Island (CSI) is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs and, through the CUNY Graduate Center, participates in 7 doctoral programs. The College enrolls approximately 14,000 students and employs over 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Georgian-style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices.

The Office of the Associate Provost for Graduate Studies, Research and Institutional Effectiveness 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 https://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

September 9, 2021

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.