



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 5003558
Category: Professional
Department: Office of Research Compliance
Close Date: 3/4/2025 (11:55pm)
Location: Glassboro, NJ

Attention! Rowan University, a growing institution of higher education in southern New Jersey, has a vacant position in the Division of University Research, Office of Research Compliance.

This position is part of a dynamic, flexible workforce in the Office of Research Compliance and serves a key part in the administration and management of the human subjects protections program at Rowan University. Office of Research Compliance is looking for a positive, team oriented individual to become the newest member of the team and support the Rowan faculty, staff, and students in their research pursuits. If you are interested in working for a high performing office and a growing university, then read over the job advertisement and apply!

Job Responsibilities:

- Process Institutional Review Board (IRB) submissions through Rowan's electronic IRB submission review and approval software; including completing administrative review
- Provide support to faculty, staff, students related to the IRB submission process and Rowan human subjects research protections program administration
- Process and maintain Office of Research Compliance (ORC) affiliate and end-user accounts
- Administrative support for professional services contracts with external, non-Rowan entities
- Receive, process, and record payment for Rowan IRB review services
- Schedule and coordinate Rowan IRB convened and ad-hoc meetings
- Participate in the development, drafting, and recording of IRB meeting agendas and minutes
- Support ORC staff and leadership implementing policy and procedures
- Provide administrative support and assistance for Institutional Animal Care and Use Committee (IACUC), other animal care or oversight bodies, Institutional Biosafety Committee (IBC), and researchers and University employees conducting such work
- Communicate and coordinate with Division of University Research (DUR) offices and other central administration departments, offices, or units related to research regulatory compliance
- Support and assist in the development and conduct of Rowan IRB training programs
- Maintain IRB records according to U.S. federal and NJ state regulations and Rowan policies and procedures
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of human subjects, animals, and IBC research protections U.S. federal and NJ state regulations
- Knowledge of higher education administration
- Familiar with medical and clinical terminology
- Ability to comprehend, interpret, and apply policy and procedures
- Ability to interact with others and foster a working environment
- Ability to use electronic software and office software including cloud-based platforms (e.g., OneDrive, Google Drive, etc.)
- Ability to maintain confidentiality
- Verbal and written communication skill
- Analytical and organizational skills
- Organizational, including electronic and digital data, skills

Requirements:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional position-related experience.

OR

Possession of a bachelor's degree from an accredited college or university.

OR

Possession of an associate's degree; and two (2) years of professional position-related experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Salary:

- P16 (\$49,738-\$56,485)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Only completed online application submitted on or before the deadline will be considered.
- Candidate must be legally authorized to work in the US, and the University will not sponsor an applicant for a work visa for this position.
- All positions are contingent upon budget appropriations.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/500358/irb-administrator-program-assistantas-office-of-research-compliance>.