

LINK TO POSTING: [HRPP Administrative Specialist](#)

The Division of Scholarly Integrity and Research Compliance (SIRC) at Virginia Tech supports the business management of the Human Research Protection Program (HRPP). SIRC is deeply committed to both the highest ethical standards in scholarship, and to the proactive facilitation of basic, translational, and transformative scientific research for the improvement of the human condition across the world. The office assists researchers with the fulfillment of their responsibility for compliance with policies and regulations pertaining to research.

The SIRC is a critical unit within the Office of the Vice President for Research and Innovation (OVPRI) which supports university-wide strategic initiatives and operational functions of Virginia Tech's \$520+ million research enterprise and associated technology commercialization activities, which span nine academic colleges, eight university research institutes, and three affiliated corporations. The university is embarking on its next phase of strategic growth in research across its Blacksburg, Roanoke, and Northern Virginia locations, including the recent integration of the Virginia Tech Carilion medical school as Virginia Tech's 9th college in 2018. Managing over 4500 IRB protocols a year, Virginia Tech's HRPP team is committed to ensuring protection of the rights, dignity, and safety of all human subjects involved in teaching and research activities. The HRPP Protocol Coordinator holds a key position in support of Virginia Tech's ambitious plans to become a leading 21st century land grant university that delivers innovative solutions to the most pressing global challenges of our time.

The HRPP Administrative Specialist will join a dedicated team of HRPP professionals working to ensure protection of the rights, dignity, and safety of all human subjects involved in research activities. The incumbent will provide administrative support to the university's HRPP administrative team and to the chair and members of the IRB. The IRB is comprised of subject matter experts who make final determinations concerning regulatory and ethical compliance of protocols submitted for review. The position requires interpersonal and teamwork skills; the ability to take direction and work independently; the ability to prioritize, problem solve and work in an organized manner under tight deadlines; and effective communication skills. The incumbent will report to the HRPP Director/IRB Administrator who in turn reports to the Associate Vice President for Research and Innovation.

This position provides support to researchers and stakeholders within and outside of the university, serving as the first point of contact and introduction to the HRPP and IRB. It requires a strong focus on solution-oriented customer service, problem solving, and detail-oriented task completion. As a member of the HRPP team, the position provides support to the HRPP Director/IRB Administrator and staff, as well as the IRB Chair and members.

For more information about this position and how to apply, please go to www.jobs.vt.edu and search for posting 520581.