

Job Title:**Administrative Assistant, Office of Sponsored Research, University****Job Description:**

Under the supervision of the Director of Sponsored Research, provide assistant level support for a wide range of faculty-initiated research projects, including human subject research HSR / IRB, grants, and other non-funded, or non-IRB research activities approved by the Deans of the Colleges.

Reports to:

Director of Sponsored Research, Research

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Provide administrative assistance in the OSR for funded and non-funded Research Projects, Pre- and Post-Award / grant budgetary due diligence, and IRB Administration.
- Duties include, but not limited to, assisting the OSR in the receipt, data entry, preliminary screening, tracking, maintaining, and updating all research and grants protocols in various phases; provide support in the preparation of materials and reports; support OSR Director and researchers with Project Approval, IRB Approval, grants, and pre- and post-award budget documents; data entry / maintain / update records and files, and other federal regulation-compliant due diligence record system; and assist in counseling faculty investigators regarding application requirements. Records are both paper and/or electronic.
- Assist in collecting and preparing responses to routine inquiries and drafting responses for research projects, grants, and IRB applications.
- Assist in data entry, maintaining, tracking, monitoring pre- and post-award budgetary documents and expenditures and interact with researchers and the Business Office regarding budgetary matters.
- Support in creating and maintaining ongoing accurate and current forms and database for all research projects, grants, and non-funded projects, and IRB files.
- Support the OSR in due diligence compliance with federal regulations (U.S. DHHS/OHRP) in processing and reviewing IRB protocols, data entry, tracking, and assisting investigators' completion of the human subject research / IRB educational requirements and all other necessary due diligence, including IRB Subject Informed Consent, Investigator Conflict of Interest, all research materials (including surveys and documents to protect subject privacy and confidentiality), etc. Perform data entry of all research activities and maintain electronic records and hard copies of each research study approved by the IRB. Track applications to inform researchers, and OSR Director of study status, impending deadlines, renewals, and expirations to avoid lapse of approvals or stoppage of research projects. Perform preliminary administrative review of all new and continuing research and IRB protocols, ensuring completeness. Maintain accurate records and conduct regular review of all study files. Identify expired and closed studies, pull files, record closures, and coordinate storage of archived studies. Maintain accurate filing system of large volume of research protocols ensuring confidentiality of all records.
- Provide support in maintaining and updating the OSR website and TEAMS.
- Other duties as assigned.

**Qualifications/
Education:****Education:**

- Associate's Degree or equivalent education and professional experience.

Skills & Experience:

- Minimum of three years of full-time administrative experience, in a fast-paced environment;
- Superior organizational skills and detail orientation;
- Demonstrated success to work under pressure and meet deadlines;
- Demonstrated success to maintain positive interpersonal relationships;

- Demonstrated success to keep track of multiple projects and ensure timely follow-up;
- Demonstrated success to be self-motivated and able to work independently with minimal supervision;
- Demonstrated success to maintain satisfactory work performance and attendance records;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion;
- Possess strong verbal, written communication skills and customer service, including the ability to maintain good relations with the university community;
- Ability to anticipate needs and work proactively to manage the daily flow of the office;
- High proficiency with Microsoft Office suite, in particular Microsoft Outlook, Adobe, WORD, and Excel.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Administrative Assistant, Office of Sponsored Research** in the subject field of the email.