

Harris Search Associates
I N N O V A T I O N + T A L E N T

University of Arizona

Director, Human Subjects Protection Program



Prepared by: Harris Search Associates - Columbus,
Ohio



About The University of Arizona

The UA is a premier, student-centered research institution with 38,000 undergraduate and graduate students. Established in 1885 as Arizona's first University and the state's only land grant institution, the University embraces its three-fold mission of excellence in teaching, research and public service. With world class faculty in fields as diverse as astronomy and space exploration, plant science, biomedical science and biotechnology, anthropology, Native languages, business, law, philosophy, music, and dance, the UA is one of only 63 members in the Association of American Universities, a prestigious organization that recognizes universities with exceptionally strong research and academic programs.

With over \$600 million in research and development, the UA currently ranks in the top 20 public universities in the U.S. in overall research expenditures and #2 in physical sciences research. As research activities expand, the University places increasing emphasis on excellence in compliance with federal research policies. The University's main campus is situated in the heart of Tucson. Surrounded by mountains and the high Sonoran desert, Tucson boasts a distinctive southwestern feel and enjoys more than 300 days of sunshine each year. The metropolitan area is home to 1 million people and is one of the fastest growing areas in the U.S.

The Position

The University of Arizona invites applications for the position of Director of the Human Subjects Protection Program. This position reports to the Associate Vice President for Research and provides leadership in the protection of human research participants across the University. The Human Subjects Protection Program oversees and protects the safety, rights, and welfare of participants in human research being conducted at the University.

The Director oversees the overall planning, direction, and execution of the three Institutional Review Boards, including the development and implementation of program goals and objectives. Expert knowledge and experience with the IRB process, including an appreciation of the implications of clinical investigation and an intimate understanding of governmental

regulations pertaining to human research is required. A commitment to facilitating ethical research and the ability to exercise diplomacy and flexibility in interactions with a diverse group of clinical and basic science researchers and administrative staff is also required.

Duties and Responsibilities

- Interpret and apply federal, state, and local regulations, policies, and procedures related to research involving human participants.
- Work closely with senior administrators to ensure institutional compliance with the ethical and regulatory requirements for human subjects' research.
- Act as liaison with federal and state agencies on human research issues.
- Monitor IRB activities and programs; prepare annual operating budget, supervise HSPP staff; maintain institutional assurances, registration, and approvals needed for the conduct of human research.
- Implement and oversee the necessary standards to maintain full AAHRPP accreditation.
- Develop and present educational programs and workshops for IRB members, faculty, and staff on the protection of human research subjects; provide guidance and consultative services to clinical investigators and research staff.
- Ensure that HSPP staff is fully trained, provides consistent, helpful, and professional advice, and conducts their assessments in a timely fashion.
- Represent the HSPP on relevant University committees and working groups.

Qualifications

- Professional or Master's degree or equivalent experience.
- Seven years of experience in research administration with at least two years of experience in a supervisory capacity; OR, an equivalent combination of education and experience.
- Direct experience with human subjects research.
- Expert knowledge of human research participant protection regulations, including 45 CFR 46, and 21 CFR FDA regulations.
- Demonstrated ability to oversee and manage an office staff in an effective and consistent manner.
- Demonstrated excellent verbal and written communication skills, including the ability to communicate with faculty, staff, and students.

- Excellent analytic and problem-solving skills.
- Intermediate to advanced proficiency with computer applications, including Word, Excel, PowerPoint, databases and use of web resources.
- Ability to independently manage workload and staff in a timely and effective manner.
- Commitment to the highest professional and ethical standards.

Preferred Qualifications

- At least five years of experience with increasing responsibility in a human subjects protection program.
- Experience in a research university and familiarity with university policies and procedures.
- Experience as a human subjects researcher.
- Knowledge of AAHRPP standards and accreditation.
- Knowledge of HIPAA regulations and state laws governing privacy.
- Advanced life, physical or social sciences or graduate degree.
- Certified IRB Professional (CIP) or other appropriate certification.
- Working knowledge of scientific and medical concepts, terminology, and clinical care procedures and standards.
- Working knowledge of good clinical/research practices and standards.

Pre-employment Screening Requirements

The University of Arizona conducts pre-employment screening for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

What kind of criminal background check is required for this position? This position is security sensitive due to title or department and requires a finger-print criminal background check .

Procedure for Candidacy:

Applications should be accompanied by a letter of application and curriculum vitae. Applications and nominations will be accepted until the position is filled. Confidential review of materials and screening of candidates will begin in the spring and continue until the position is filled.

Outstanding UA benefits include health, dental, and life insurance; paid vacation, sick leave and holidays; UA/Arizona State University/Northern Arizona University tuition reduction for employee and qualified family members; access to campus cultural and recreational activities; retirement, and more.

UA has a strong commitment to serve its highly diverse community. As such, UA especially welcomes applications from women, underrepresented minority group members, persons with disabilities, members of sexual minority groups and others who would enrich the University's research, teaching, and mission. The University of Arizona is an Equal Opportunity/Affirmative Action Employer.

The University of Arizona is being assisted by Harris Search Associates for this search. Please contact to Jeffrey Harris, Managing Partner for further detail.

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