



Position Description

Job Title: IRB Coordinator	
Department: Research	Date: June 2026
FLSA: Non-Exempt	Work Location: In person on VCOM campus
Employee Category: Classified Staff	Work Schedule: M–F, 40 hrs/wk
Reports to: IRB Administrator	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The IRB Coordinator will serve as support to the IRB Administration team and will report directly to the IRB Administrator. This position is responsible for supporting the day-to-day operations of the Institutional Review Board (IRB) as directed by the IRB Administrator. This position will also interface with the IRBNet platform and perform other related duties as assigned.

II. **Job Duties:**

1. Provides guidance and training to investigators and research team members regarding procedural requirements for IRBNet access and submission to the IRB.
2. Determines and compiles meeting agendas to meet distribution deadlines, disseminates meeting agendas and packets, coordinates and attends meetings.
3. Records in meeting minutes the decision-making process of the IRB in official minutes, capturing and documenting summarization of any controverted issues and their resolution, clearness about the actions of the IRB and exactly what the IRB approved and other regulatory requirements.
4. Verifies education requirements for all research team members of protocols involving human research participants.
5. Verifies that appropriate documentation is obtained before IRB review is conducted, including required documentation for all external performance sites and required documentation for investigational drug or device numbers.
6. Maintains and archives all communications with IRB committee members and principal investigators related to their respective protocols.
7. Issues IRB approval letters and other protocol-related correspondence via IRBNet.
8. Assists the IRB Administrator in compiling meeting agendas, disseminating meeting agendas and packets and coordinating meetings.
9. Assists the IRB Administrator in reviewing all applications to the IRB to determine completeness and consistency with federal guidelines and institutional requirements.
10. Assists the IRB Administrator in preparing items for review by IRB Chair and Co-Chairs, obtaining any needed information and material from investigators.
11. Assists in IRB reporting and data gathering such as the IRB annual report; maintains office filing system and databases, assists in arranging accommodations for site visitors and guest speakers.
12. Assists IRB Administration in conducting internal project audits on regular basis.
13. Maintains strict confidentiality.
14. Maintains IRB filing system and databases.
15. Performs other duties as assigned.

III. **Required Qualifications:**

Education: Bachelor's or associate degree or equivalent experience.

Licensure or certification: n/a

Experience:

- Demonstrated customer service experience
- Demonstrated organizational and prioritizing skills, including attention to detail
- Ability to work effectively under tight deadlines
- Exceptional computer skills in Microsoft Office programs
- Preference will be given for compliance/IRB/research administration experience and experience with IRBNet

Other skills important to this position:

- Effective verbal and written communication skills
- Strong 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

Preferences may be given to applicants who have knowledge of human subjects regulatory compliance and research administration.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel 0% - 5% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, disability, or protected veteran status.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.