Office for Research Protections
Graduate Assistant Position
Academic Year 2020-21

About the Position
The Office for Research Protections (www.bc.edu/orp) is the home of the Institutional Review Board (IRB) at Boston College. Our mission is to protect the rights and welfare of people who take part in research at Boston College. Federal regulations and University Policy require prospective review and approval of all human subject research conducted by faculty, staff, or students. As with Boston College's Jesuit tradition of excellence, service and beneficence, the goal of the IRB is to ensure the safe and ethical treatment of research participants.

We are looking for a graduate student to provide excellent customer service to researchers across campus and to help our full time staff process IRB applications. This will be a work-from-home position for at least the fall semester, but may be an on-campus job in the spring semester.

You do not need to know anything about the IRB to apply – we will train you on everything you need to know!

Responsibilities
- Answer questions over the phone and over email to help faculty and students submit their research protocols
- Learn the Cyber IRB system used in our office and be able to troubleshoot issues users may be having
- Assist in monitoring the IRB inbox, responding to questions as needed
- Complete administrative tasks to assist staff members in review of research protocols
- Maintain database of human subjects training certificates

Requirements
- For fall semester (working remotely), the ideal candidate will be able to work 10 hours a week spread over at least 3, but preferably 4 days (2.5 hours per day, 4 days/week, for example)
- Must have impeccable customer service skills (and lots of patience!)
- Must be organized and able to respond to phone and email queries promptly
- Must be able to work independently
- Must be willing to learn how to use our online database
- Must be energetic, enthusiastic, and eager to help others

Compensation
The pay for this position is $20/hour for 10 hours a week during fall semester ($800/month). There is a strong possibility that the position will increase to 20 hours a week during spring semester.

To apply for this position, please email a resume and cover letter to erin.sibley@bc.edu by September 1st. In your letter, please tell us why you are interested in the position, and any related previous experience.