The Office for Research Protections at Boston College is home to the Institutional Review Board, whose 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.

The Graduate Assistant is responsible for assisting the full-time ORP staff in the processing of IRB protocols and other administrative tasks. This is an academic year position that is available year-round if the ideal candidate would like to work during the summer as well.

We are looking for a graduate student with impeccable customer service skills who is able to patiently assist faculty, graduate students, and undergrads with IRB protocol questions. The GA will be expected to respond to emails and phone calls in a timely manner, and be willing to learn the ins and outs of the Cyber IRB protocol platform. Along with a friendly attitude, experience with clerical work and Excel is a plus.

This position offers a wonderful opportunity to learn more about the administrative side of research at Boston College, and interact with faculty and students from across campus.

Hours per week: 15
Salary: $1,250/month
Start Date: September

Please send resumes and cover letters to: Bill Nunez, Executive Director of Research Administration (nunezg@bc.edu).