Job Posting for Graduate Student Assistantship

Institutional Review Board for the Protection of Human Subjects in Research (IRB Office)

Immediate job opening for a part time Graduate Student working for the North Carolina State University Institutional Review Board for the Protection of Human Subjects in Research (IRB).

This position is only available to currently enrolled graduate students at NC State. The job offers in depth experience reviewing a wide variety of research proposals. Through this position, the graduate student will be able to learn about many different research techniques and will be exposed to a broad population of researchers and research topics.

The position involves:

- Review of research proposals
- Communication with researchers
- Data entry and filing
- Management of online database
- Administrative tasks for the IRB’s Full Board and IRB Chairs
- Meeting attendance

The job requires 20 – 29 hours per week. Hours are flexible as determined with the graduate student and their supervisor. Pay is $15 - $18 per hour commensurate with experience and abilities. This is an hourly position that does not currently carry tuition or health insurance benefits. Initial appointment is through May 15, 2013 and can be renewed based on performance and fit for the position. Start date is negotiable. Application deadline is December 18, 2012

Skills required for this position include:

- Attention to detail (especially when reading and writing)
- Efficient and Effective organizational skills
- Proactive problem solving and initiative
- Familiarity with common research methods
- Clear and concise written and verbal communication skills
- Ability to work independently
- Flexibility

To Apply: E-mail all application materials in one e-mail message to Jennie Ofstein at irb-coordinator@ncsu.edu. Please include:

- Resume or CV (with reference and their contact information)
- A cover letter addressing your interest and skillset
- Your best contact phone number and e-mail address