



**University of Texas at El Paso
Job Description**

Job Number: 4376
Job Title: IRB and Intellectual Property Specialist
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Office of Research and Sponsored Projects
Creation / Revision Date: October 18, 2010

Summary: Provides support in the coordination of intellectual property, animal care, and human subjects, to insure compliance with University Policies, State Laws, and Federal Regulations. Assists the areas previously listed with the reviewing and processing of new, renewed and amended protocols, invention disclosures, and other related documents.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists in the review and processing of protocols, invention disclosures and other contractual documents to assure compliance with University Policies, State Laws, and Federal Regulations including administrative management of documents.

Maintains, protocol and Institutional Review Board(IRB)Compliance Training Lists to ensure compliance with Federal Regulations.

Assists with the organization and execution of training sessions for Institutional Coordinator for Research Review (ICRR).

Assists in the generation of compliance reports to Federal Agencies, University Officials, and UT Systems, as needed for ICRR and Program Manager for Technology Transfer (PMTT).

Learns and maintains current knowledge of University Policies, State Laws, and Federal Regulations as they relate to human subjects, animal care, biosafety, and Intellectual Property.

Develops and maintains databases for intellectual property and IRB Protocols.

Gathers data relative to strategic planning for the marketing of patents and other technology.

Supervises Work Studies and clerical staff as needed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's Degree.

Minimum Experience required: One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit; reach with hands and arms and climb or balance. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.