



Assistant Director of Accreditation Job Description

SUMMARY

The Assistant Director of Accreditation is responsible for working closely with the Director of Accreditation and assisting with the review of accreditation applications, supporting site visit teams, report writing and review, creating educational modules and programing, assisting organizations to understand and meet AAHRPP Standards, and providing support to the Council on Accreditation.

In addition, this experienced individual will be responsible for assisting the Director of Accreditation in the development and ongoing conduct of AAHRPP's quality assurance program. This role is responsible for summarizing findings and collaborating with others to effect improvements in all parts of the organization. Responsibilities include providing support needed to ensure the organization remains in compliance with AAHRPP's standard operating procedures.

The successful candidate must possess a strong substantive background in human subjects' protection regulations and policy, and in particular, a thorough understanding of AAHRPP's Accreditation Standards. In addition, the individual considered for this position must be a team player with strong verbal and written communication skills, detail oriented, a client service orientation, and an approachable, friendly demeanor. This position reports to the Director of Accreditation of AAHRPP.

RESPONSIBILITIES

- Serve as point of contact for organizations, site visitors, Team Leaders, and Council members engaged in the accreditation/reaccreditation process
- Provide substantive and process support through the accreditation process
- Help ensure timely execution of accreditation operations while preserving high quality and professionalism; this includes but is not limited to, editing reports and conducting a quality assurance review in a timely manner
- Work collaboratively with AAHRPP staff and provide leadership from a regulatory perspective
- Assist in the creation and implementation of educational and training materials, including but not limited to, videos, webinars, and other modules focused on

assisting AAHRPP applicants, accredited organizations, site visitors AAHRPP staff, and the broader human research community

- Assist in implementing strategic initiatives identified by AAHRPP
- Create a work atmosphere centered on accountability through team building, training, mentoring, and collaboration
- Provide ongoing suggestions for quality process improvement; interact with clients and staff to identify opportunities to improve quality
- Display affirmative willingness to assist in cross-cutting assignments

MINIMUM REQUIREMENTS

- 3-5 years of experience in the Human Subject Protection field
- Strong background and previous experience interacting with AAHRPP or preparing accreditation application(s) to AAHRPP
- Knowledge of FDA regulations, HHS regulations, and ICH (E6) guidelines, and AAHRPP Accreditation Standards
- Excellent oral and written communication skills
- Proficiency with MS Office Suite; SharePoint; and CRM
- Bachelor's degree required; Master's degree preferred

CHARACTERISTICS

- Commitment to quality
- Highly organized
- Attention to detail
- Ability to meet deadlines and excellent time management skills
- Strong client service and communication skills
- Team player and ability to work effectively with staff and management

Interested applicants should send a cover letter, salary requirements, and resume/CV to Michelle Feige at mfeige@ahrpp.org by November 1, 2017, but applications will be considered until the position is filled.

AAHRPP is an Equal Opportunity employer.