

The UTC Office of Research Integrity (i.e., IRB) is looking to offer a full GA to a first-year graduate student who will work in our office for two years. The Office of Research Integrity (ORI) pays 9 credit hours of tuition fees at the graduate level plus a monthly stipend. Besides the tuition and stipend, this position is an excellent addition to any resume as well as an opportunity to learn valuable research and writing skills. The ORI GA must be willing and able to complete a large variety of tasks, including, but not limited to, the following:

- Monitor the IRB email inbox
- Maintain & update IRB databases and files
- Prepare monthly, quarterly, & annual reports
- Send out reminders of approaching project end dates & Annual Renewals due
- Process applications for changes or annual renewals
- Assist with website upkeep (checking the website regularly for any potential issues)
- Communicate with faculty & students in a professional manner
- Send out campus wide emails for protocol recruitment & visibility

Students with a strong detail-orientation and administrative experience, who also have some background designing and conducting research are especially encouraged to apply. Applicants should be able to contribute to a dynamic office environment. We are looking for someone who:

- Is dependable & professional
- Is proficient with Microsoft Office, especially Word & Excel (a key requirement)
- Is proficient at internet research & navigation
- Has strong communication skills - both written & verbal
- Has experience in an office or academic setting (preferably)
- Has strong prioritization & time management skills