



Research Review Specialist

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served." "Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education and has equally led the way among Christian schools in establishing robust online degree programs.

Position Overview

The employee in this full-time position will work under the supervision of the Institutional Review Board (IRB) Coordinator for Doctoral Studies to assist students develop successful IRB applications. The goal of the employee will be to help doctoral candidates prepare IRB applications that are detailed, complete, and therefore quickly reviewed by the IRB Coordinator without extensive revisions and approved by the Belhaven Institutional Review Board, thus facilitating the students' application for approval to begin their research study.

Responsibilities

This announcement covers most of the significant duties performed by the position. Still, it does not include other work that may be similar, related to, or a logical assignment for the position.

- Execute and maintain a tracking system for applications submitted to the IRB.
- Review IRB application drafts and communicate any needed revisions to the student applicants.
- Serve as an IRB subject matter specialist for students and faculty.
- Provide IRB training as needed to candidates and faculty.
- Provide written weekly reports to the IRB Coordinator on work-in-progress and IRB applications in the review queue.

Qualifications

- The successful candidate must articulate a Christian worldview in their area of service and must fully support the University Vision, Mission, and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Minimum of a bachelor's degree, graduate school experience preferred.
- Working knowledge of federal regulations regarding the ethical treatment of human research subjects; willingness to undergo training as needed.
- Proofreading/editing skills.
- Careful attention to detail required.
- Recordkeeping skills/organizational skills.
- Proficient in using Microsoft Word software.
- Ability to foster pleasant professional work relationships.

Application Process

To be considered for this position, a complete application packet must be received. The complete application packet will include the following:

- Letter of Intent, including an explanation of how your prior experience fulfills the above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link.
<https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf>
To review Belhaven University's Commitment Statement, including our employees expectations. Should you receive a job offer, you will be asked to sign to accept this commitment.

Email the complete application packet to:

Dr. Monica French

Assistant Vice President for Academic Affairs

mfrench@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.