Job Description

Job Title:	Research Experience and Ethics Administrator
Department:	Psychology
Reports To:	Psychology Program Manager
Jobs Reporting:	None
Salary Grade:	9
Effective Date:	September 2021

Primary Purpose

This position is responsible for the administrative structure and on-going development of policies and practices of two major areas; i) undergraduate participant pools, currently the Psychology Research Experiences Group (REG) program, its associated Online Experiment Management System (Sona) and the campus-wide Paid Participant Pool (PSYCpool), requiring management of online systems and coordination of department research studies and ii) the Psychology Delegated Ethics Review Committee (DERC) requiring coordination and application of the ethics review process for department research studies and implementation of ORE research ethics guidelines to ensure Tri- Council Policy Statement 2nd ed. (TCPS 2) compliance. In addition, this position is expected to generate innovative solutions for developing new and diverse participant pools and online forums of on-campus and off campus groups.

Key Accountabilities

Research Experience Group (REG) Coordinator: The REG program enables undergraduate students from all UW faculties enrolled in psychology courses to gain research experience and receive grade credits or monetary remuneration in appreciation of participation in online and in-lab psychology research studies. REG is offered every term (3 sessions per year).

- Responsible and accountable for all aspects of current and ongoing development, administration, operation and oversight of the REG program;
- REG Management Committee (REG-MC) member, consult and collaborate with faculty members to develop policies, practices, standards, evidence-based decisions and implementation of new plans as required to meet on-going and emergent challenges; provide administrative recommendations and statistical information;
- Solicit course enlistment from faculty, graduate, adjunct, cross-listed and sessional instructors within UW Psychology, St. Jerome's and Renison; provide materials for publication on course outlines;
- Facilitate students' participation in course-relevant studies; liaise with instructors during assessment and determination of course and student needs; ensure correct credit/payment for participation;
- Maintain communication system for users; solicit and utilize user feedback and resolve problems appropriately

Sona Administrator: REG is implemented on Sona and Qualtrics (purchased software); researchers advertise studies and post timeslots; students select studies and sign up in timeslots; researchers grant credits; administrator compiles and distributes earned credits to course instructors.

- Implement site launch/closure at start/end of term; update courses, user accounts, data backups/archiving; create and administer Mass and Validation Testing Surveys, data distribution and backup
- On-site administration ensuring daily service for users; maintain user-friendly interface; develop

and update user messages, FAQ pages and mass emailings;
- Coordinate and monitor on-site interaction between researchers and participants regarding recruitment, scheduling, study and timeslot cancellation; mediate researcher and participant interactions (questions, complaints, requests) requiring careful review, solutions and timely communication;
- Develop timelines and practices to ensure anonymity, confidentially and secure storage of online data;
- Incorporate and implement software updates and operational changes; identify upgrade requirements to manage the growth and diversity of usage; frequent consultation with software developers.

PsycPool Coordinator: PSYCpool enables undergraduate students from all UW faculties not enrolled in psychology courses to gain research experience and receive monetary remuneration in appreciation of participation in online and in-lab psychology research studies. PSYCpool is offered on an as-needed basis to supplement REG

- compile potential courses from Registrar's course offerings website; solicit course enlistment from UW instructors by phone or email; solicit student participants, using online ads, videos or in class visits
- create Registration Questionnaire (RQ); manage, maintain and distribute participant data base to researchers; manage distribution, security and deletion of database

Department Research Ethics Committee (DERC) Research Ethics Officer DERC provides internal ethics review in conjunction with the Office of Research Ethics (ORE); delegated by the UW Human Research Ethics Board (HREB).

- Ex officio (non-voting) member on HREB Committee;
- Coordinate departmental ethics review process for minimal risk human research studies;
- Ensure that delegated reviews conform to ORE standards, guidelines, processes and requirements;
- Collaborate with ORE and REG-MC to develop policies and practices to meet ongoing and emergent challenges and improve departmental ethics application and review process; implement and distribute new and revised practices;
- Receive and triage ethics applications and modifications, ensure completeness of forms and materials, screen to determine level of review (DERC vs. ORE); maintain spread sheet for tracking and annual report to REG-MC/ORE;
- Review application/modification content and materials for editorial accuracy and compliance with ethics guidelines mandated in the TCPS2; distribute applications and review comments to DERC faculty member for scientific and supplemental ethical review; contributing DERC reviewer; review revisions; grant ethics clearance (provisional and full) for delegated applications;
- Maintain secure storage for previous system's paper applications (active protocols) and ORE database (Kuali) for electronic materials; maintain system for transport of closed applications and materials to ORE;
- Track and enforce compliance of all researchers with the mandatory TCPS2 Tutorial;
- Attend annual and provincial professional development opportunities.

Training, Orientation and Meetings
- Conduct departmental Sona training sessions for faculty, post-doc, grad, undergrad and staff researchers and research assistants in the use of REG policies; group/individual sessions throughout the term;
- Conduct Kuali training as needed;

- Develop and present ethics orientation sessions for new faculty and researchers on the policies and practices relating to ORE and DERC research ethics requirements; group/individual sessions each term;
- Present start of term REG/Sona orientation to Psychology classes using either in person or video presentations
- Prepare, compile and coordinate PreScreen Questionnaire (PS)/Mass Testing Survey (MT) and Validation Testing Survey (VT) submissions for online review by submitting Researchers each term;
- Consultation sessions upon request to resolve specific Sona or ethics issues; individual meetings or drop-ins.

Website creation, management and maintenance
- REG website: i) Participant Homepage (REG/Sona instructions/dates/deadlines/updates); Researcher Homepage (Sona and ethics application/modification guidelines);
- Departmental websites: Distribute/update REG and ethics sections in student and teaching handbooks, directed studies web page; Qualtrics for submission of questions/scales into the Sona PQ, MTS, VTS and PSYCpool RQ;
- Sona website, system text, email templates, FAQ pages and online announcements.

All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education
- University degree or equivalent post-secondary education and/or experience required; degree should include significant exposure to research methods; demonstrated ability to manage software as demonstrated superuser

Experience
- Experience conducting human research studies and administrative experience are required.
- Knowledge of ethics standards governing human research is an asset. Competencies will include strategic and analytic thinking, interpersonal, organizational and oral and written communication skills, demonstrated ability to conduct training using various modalities (e.g. webinars, face to face), familiarity with research at UW Psychology is an asset.
- Time management skills and the ability to handle overlapping deadlines are required. Demonstrated ability to work independently in setting goals, scheduling time-sensitive tasks and generating innovative solutions.

Knowledge/Skills/Abilities
- Intermediate levels of Microsoft Office software, Kuali, Quest, Sharepoint, WCMS, databases, Qualtrics, SPSS, HTML, and ORE website;
- Demonstrated programming skills
- Well-developed organizational, analytical, interpersonal, customer service, and communication skills (oral and written).
- Aptitude for attention to detail an accuracy are essential.
- Proven capacity to handle high volume of requests and ability to multi-task.

Nature and Scope
- **Contacts:** This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information. Internally, communicate with all psychology staff, course instructors, faculty,

grads and undergrads in the day-to-day operations of REG/Sona and DERC. Collaborate with REG-MC/DERC faculty and Department Chair. Externally, communicate extensively with the ORE Director, Sr. Manager, Manager and Officer in the ongoing and emergent development of ethics policy and practice. Communication with non-Psychology UW instructors and students. Frequent consultation with Sona software developers and Qualtrics technical support to resolve technical issues and ongoing development of system features. Represent DERC at national and provincial CAREB Conferences and ethics workshops; engender strong and positive relationships with DERC representatives and researchers

- **Level of Responsibility:** Responsible and accountable for i) development and administration of appropriate and effective research and ethics policies and practices governing researcher access to and use of participant pools in compliance with ethical standards; ii) equitable distribution of Sona resources, availability of studies and accurate assignment of grade credits to participants; iii) timely processing of ethics applications and emergent REG/Sona and DERC challenges
- **Decision-Making Authority:** Responsible and accountable for decisions affecting the operation and effectiveness of i) REG/Sona and PSYCpool in consultation with REG-MC as appropriate and ii) DERC in consultation with, and approval of, ORE or HREB as appropriate. Delegated authority from HREB to grant provisional and full ethics clearance
- **Physical and Sensory Demands**: Typical demands of a research administrative position operating within an office environment. Peak times can include numerous student request, multiple priorities and frequent interruptions
- **Working Environment:** Minimal exposure to unpleasant conditions typical of managing varied expectations of a large group in a diverse environment with deadlines, multiple priorities and frequent interruptions. Work is highly cyclical; exposure to stress at the start and end of term associated with overlapping deadlines and the time-sensitive nature of the tasks.