
Auburn University Job Description

Job Title: **Asst Dir, Research Compliance**

Job Family: No Family

Job Code: **HC44**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Assists in the direction of the daily activities of the Office of Research Compliance.

Essential Functions

1. Assists in the management, programmatic activities, initiatives, and personnel oversight of the Office of Research Compliance.
2. Advises Auburn University investigators on compliance matters and provides input to compliance committees.
3. Assists with the development, implementation, and management of processes, procedures, tools, and resources designed to improve programmatic efficiency while ensuring compliance with all applicable regulations.
4. Institutes monitoring, inspections, and preventative action plans to ensure compliance with all applicable regulations.
5. Assists with the development, implementation, and delivery of compliance-oriented training programs.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | Degree in Business Administration, Science, or related field |
| Experience (yrs.) | 3 | Experience in the administration of regulatory compliance programs in relation to ethical research with animals and/or humans. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of regulations concerning animal/human research subjects and biological hazards, scientific methods and terminology.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/23/2012
