Auburn University Job Description

Job Title: Admstr, Research Compliance
Job Code: HC52*
FLSA status: Exempt

Job Summary
Serves as an information resource to facilitate compliance with state, federal, and institutional requirements, policies, and procedures.

Essential Functions

1. Develops and implements institutional policies and procedures to facilitate compliance with regulatory requirements.
2. Reviews and evaluates protocols, authorizations, and disclosures for compliance with laws, regulations, policies, and procedures.
3. Advises AU investigators on research regulations, policies, and procedures and provides assistance with protocol/authorization development, submission, and reporting.
4. Develops and conducts training programs related to research compliance/integrity.
5. May develop, monitor, and/or report on conflict management plans and investigator compliance as related to approved protocols and authorizations.
6. May serve as a coordinator of multiple committees/programs including responsibility for administrative/programmatic activities.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

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

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Science, or related field</td>
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Experience (yrs.) 3 Experience in contracts and grants, law, or human resources functions

Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of contracts and grants administration and state and federal regulations relating to research

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, and lifting up to 25 pounds.

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

Date: 12/4/2012