
Auburn University Job Description

Job Title:	Assoc Dir, Research Compliance	Job Family:	No Family
Job Code:	HC68	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Assists the Director in developing, directing, and implementing compliance programs for human research protection, animal care and use, biological safety, and other regulatory compliance functions or programs as may be assigned to the Office of Research Compliance.

Essential Functions

1. Provides leadership, operational management, and oversight of the processes, systems, compliance and education needs pertaining to compliance programs/functions administered under the Office of Research Compliance.
2. Develops and implements education and training programs to be implemented across all Auburn colleges and schools.
3. Develops and implements quality improvement programs to include monitoring and institutional oversight efforts for compliance programs.
4. Advises and provides regulatory compliance committees and investigators with guidance on complex federal regulations, State law and University policy.
5. Develops, implements, and oversees comprehensive monitoring programs to evaluate compliance with federal, state, local, and/or University requirements and/or policies and procedures relating to compliance program management.
6. Reviews, drafts, and negotiates interinstitutional agreements related to human research protection, animal care and use, and the biological safety program.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 science, engineering, business, or related field.
Experience (yrs.)	7	Research compliance experience in a university, hospital or other research setting with progressively increasing levels of responsibility and accountability. At least 2 years experience directly supervising full-time employees.

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

In-depth knowledge of federal regulations, state laws, and institutional policies and procedures related to animal care and use, human subjects research, and biological hazards.

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: 10/26/2017
