
Auburn University Job Description

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

Job Summary

The Associate Director, Research Integrity & Compliance provides oversight and operational management for the Office of Research Compliance (OCR) and has responsibilities for program development, advancement, and assessment.

Essential Functions

1. Provides leadership, operational management, and oversight of the processes, systems, compliance and education needs pertaining to compliance programs or functions administered under the Office of Research Compliance.
2. Collaborates with appropriate administrative units, senior leadership, or other stakeholders regarding compliance risks, controls, and new developments in research related to compliance laws and regulations. Identifies needs and creates or updates policies and procedures pertaining to compliance programs. Researches, identifies, and proposes appropriate corrective actions or processes to fulfil compliance requirements, institutional policies, and/or best practices. Monitors risks that occur over time and make recommendations for corrective actions.
3. 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 program management.
4. Develops, implements, and enhances compliance education and training programs to be administered across all Auburn colleges and schools.
5. Maintains currency with and advises administration, regulatory compliance committees, investigators, and staff on applicable state, federal and local laws, regulations, policies and trends impacting research compliance.
6. Conducts reviews of allegations including Research misconduct and/or potential compliance violations in consultation and coordination with appropriate administrative units, oversight bodies, and senior leadership.
7. Oversees the design, development, and implementation of quality improvement efforts to increase automation, efficiency, and effectiveness.
8. Maintains operational oversight of the identification, disclosure and management of conflicts of interest related to research. Collaborates with other AU colleges and departments.
9. May perform other duties as assigned by supervisor.

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	Master's Degree	Degree in science, engineering, business, law, ethics, mathematics, statistics or related field.
Experience (yrs.)	7	Experience in research compliance, integrity, and/or research administration. Other experience such as contracts, grants, law, information technology, or education may apply with Office of Research Integrity Training. Preferred 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 research integrity and compliance.

Understanding of research administration, the research enterprise, legal aspects of business entities, and roles of ownership and responsibilities within business entities.

Understanding of human research, animal use, biological use, the scientific method, and scientific terminology.

Understanding and experience with electronic compliance training and tracking systems. Online systems currently include: COI-SMART FCOI disclosure management system, the CITI training system, and Sharepoint. Banner, Xtender, Box Storage, Adobe Sign, and Office 365 applications are also used as information sources for this position.

Other Skills:

1) Strong Leadership skills; 2) Strong Employee Supervisory skills; 3) Excellent communication (written and verbal) skills; 4) Highly-developed critical thinking skills; 5) Strong organizational skills; 6) Strong presentation skills; 7) Ability to work collaboratively with individuals at all levels of the organization (faculty, staff, university administration, and college and departmental leadership, etc.); 8) Ability to administer multiple campus wide research compliance programs; 9) Strong technical aptitude.

Certification or Licensure Requirements

None Required; Office of Research Integrity Training required with experience indicated above.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt.

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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: 5/19/2021
