
Auburn University Job Description

Job Title:	Mgr, Research Compliance	Job Family:	No Family
Job Code:	HC69	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages and serves as the subject matter and administrative expert for a compliance program assigned to the Office of Research Compliance (the Animal Care and Use Program, the Human Research Protection Program, or the Biological Safety Program and the corresponding compliance committee, such as IRB, IACUC, or IBC) to facilitate institutional oversight for compliance with federal regulatory requirements, state laws, and institutional policies and procedures.

Essential Functions

1. Oversees and manages a unified program(s), monitors the regulatory environment and coordinates institutional self-assessments in research compliance.
2. Contributes to development and implementation of institutional policies and procedures to facilitate compliance with regulatory requirements.
3. Creates and maintains appropriate research compliance documents, forms, and web pages.
4. Reviews and approves protocols, authorizations, or disclosures for compliance with regulations, laws, and policies. Evaluates compliance approvals for consistency with the scope of work for sponsored projects.
5. Reviews and determines completion of appropriate training for personnel, develops training materials/resources, and conducts educational sessions to meet University needs related to research compliance.
6. Participates in campus-wide post approval monitoring program.
7. Advises AU investigators on compliance regulations, policies, and procedures by assisting with items such as protocol/authorization development and submission, disclosure completion, and/or required reporting. Assists in drafting management plans related to disclosures.
8. Drafts and submits required assurances and reports including non-compliance reports to appropriate University administration, external sponsors, and/or federal regulatory agencies.

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, law, ethics, nursing, medicine, vet medicine, animal sciences, biological sciences, social behavior, human sciences, or related field.
Experience (yrs.)	5	Professional experience related to contracts, grants, law, nursing, medicine, vet medicine, animal sciences, human or animal research. At least 1 year experience supervising, mentoring or leading others.

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 federal regulations, state laws, and institutional policies and procedures related to animal care and use, human subject research protection, or biological hazards required based on program assignment.

Certification or Licensure Requirements

None Required; CIP certification for IRB and Certified IACUC Administration desired.

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: 8/3/2018
