
Auburn University Job Description

Job Title:	Mgr, Research Integrity	Job Family:	No Family
Job Code:	HC81	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages and serves as the subject matter and administrative expert for the Auburn University Research Integrity Programs to facilitate institutional oversight and compliance with federal regulatory requirements, state laws, and institutional policies and procedures. Research Integrity Programs include: Financial Conflict of Interest (FCOI) Program (for research and related activities), Responsible and Ethical Conduct of Research (RCR) Program, and the Scientific Research Misconduct process.

Essential Functions

1. Reviews and evaluates financial questionnaires, financial disclosures, and related documentation to determine the existence of a Financial Conflict of Interest (FCOI).
2. Advises AU faculty, staff, and students on research integrity regulations, sponsor terms and conditions, policies, and procedures related to RCR, FCOI, and Scientific Misconduct.
3. Assists with development and implementation of institutional policies and procedures to facilitate compliance with regulatory requirements related to research integrity.
4. Develops, implements, and monitors management plans to properly manage, reduce, or eliminate FCOIs.
5. Identifies and develops training materials and resources and conducts educational sessions to meet institutional needs and compliance requirements for RCR, FCOI, and Scientific Misconduct.
6. Responsible for managing the review and determination process for scientific misconduct allegations in accordance with federal regulations and University requirements.
7. Develops, implements, and monitors internal programmatic processes for efficient office and program activities.
8. Manages relationships with online service providers. Oversees maintenance of and provides training for systems used by the Research Integrity Program.
9. Drafts and submits required assurances and reports including non-compliance to appropriate University administration, external sponsors, and 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, Mathematics, Statistics, Information Technology, or related field. Master's degree preferred.
Experience (yrs.)	5	Professional experience related to research integrity, contracts, grants, law, or information technology. 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:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Understanding of federal regulations, state laws, and institutional policies and procedures related to research integrity requirements.

Understanding of electronic compliance training and tracking systems or equivalent.

Understanding of research administration, the research enterprise, the scientific method, and scientific terminology desired.

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.

Ability to see information in print and/or electronically.

Date: 8/3/2018
