

## JOB INFORMATION

|                                                          |                                         |
|----------------------------------------------------------|-----------------------------------------|
| Job Code                                                 | HC69                                    |
| Job Description Title                                    | Mgr, Research Compliance                |
| Pay Grade                                                | RE10                                    |
| Range Minimum                                            | \$64,980                                |
| 33rd %                                                   | \$82,310                                |
| Range Midpoint                                           | \$90,970                                |
| 67th %                                                   | \$99,640                                |
| Range Maximum                                            | \$116,970                               |
| Exemption Status                                         | Exempt                                  |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date:                                           | 7/14/2026 3:55:09 PM                    |

## JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Research                        |
| Job Function: | Research Integrity & Compliance |

## 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.

## RESPONSIBILITIES

- Oversees and manages a unified program(s), monitors the regulatory environment and coordinates institutional self-assessments in research compliance.
- Contributes to development and implementation of institutional policies and procedures to facilitate compliance with regulatory requirements.
- Creates and maintains appropriate research compliance documents, forms, and web pages.
- 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.
- 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.
- Participates in campus-wide post approval monitoring program.
- 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.
- Drafts and submits required assurances and reports including non-compliance reports to appropriate University administration, external sponsors, and/or federal regulatory agencies.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                                                                                                                 |     | Years of Experience | Focus of Experience                                                                                                                                                                                                 |  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | in Business Administration, Law, Ethics, Nursing, Medicine, Vet Medicine, Animal Sciences, Biological Sciences, Social Behavior, Human Sciences, or related field. | and | 5 years of          | professional experience related to contracts, grants, law, nursing, medicine, vet medicine, animal sciences, human or animal research.<br><br>At least 1 year experience supervising, mentoring, or leading others. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                                       | Licenses/Certification Details | Time Frame | Required/ Desired |     |
|---------------------------------------------------------------|--------------------------------|------------|-------------------|-----|
| None Required.                                                |                                |            |                   | And |
| CIP - Certified Institutional Review Board - IRB Professional |                                | Upon Hire  | Desired           |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       |       | X      |              |            |            | 15 lbs |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.