
Auburn University Job Description

Job Title: **Dir, Research Compliance**

Job Family: No Family

Job Code: **HC17**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Provides oversight and administrative support for the Auburn University Internal Review Board to ensure compliance with federal regulations and statues related to the protection of human and animals subjects in research and the ethical conduct of researchers.

Essential Functions

1. Provides day-to-day leadership and oversight for the Office of Research Compliance in support of the three major regulatory compliance committees of the institution: the IRB, IACUC, and IBC.
2. Provides administrators, faculty, staff, and students with direction, counseling, guidance, and interpretation of Federal regulations and statues concerning a variety of research compliance areas including, but not limited to, research ethics, scientific misconduct, conflict of interest, and protection of research subjects.
3. Writes, reviews, evaluates, and makes recommendations regarding regulatory compliance policies and procedures for the protection of human and animal subjects, biological hazardous materials usage, and other federal regulatory compliance areas related to research and research administration.
4. Maintains official records and files in accordance with Federal record retention and documentation laws, as well as institutional regulations.
5. Coordinates animal care, compliance, reporting, and inspection activities with the Office of the University Veterinarian.
6. Represents and acts as liaison for the university regarding regulatory, legal, and ethical research issues with relevant national organizations and government agencies.
7. Assists in responding to Open Records law and Freedom of Information Act (FOIA) requests to ensure consistency and appropriateness while safeguarding institutional information and personnel.

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, Science, or related field |
| Experience (yrs.) | 5 | Experience in the administration of regulatory compliance programs in relations to the ethical research with animals and/or humans |

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

Knowledge of contracts and grants administration, animal and human subject compliance, biosafety and research ethics regulations, and other state and federal regulations

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/23/2012
