Title: Research Compliance Coordinator

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, perform a variety of research compliance support responsibilities relating to the implementation and administration of research compliance resources, policies, procedures, and programs.

Characteristic Duties

- Responsible for the administration and communication of various research compliance programs (e.g., IRB, IBC, IACUC, PAM/AP, training, document review) and serve as the primary point of contact for research compliance service inquiries.

- Provide information to research faculty and/or management and coordinate activity related to established research compliance policies and procedures.

- Respond to research faculty inquiries regarding research compliance needs.

- Perform research and general analysis.

- Serve on internal office committees.

- Interact with staff, faculty and external agencies.

- Monitor the processing of protocols/proposals.

- Maintain effective relationship within the University system and keep abreast of trends in research compliance.

- Conduct routine site visits.

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in a compliance, basic science or clinical research environment.

Career Path

- A Research Compliance Analyst will be eligible for promotion to the Research Compliance Analyst level within 24 to 36 months of service provided the employee has good performance reviews, demonstrates an ability to perform at the Analyst level, meets the minimum qualifications for a Research Compliance Analyst and shows a demonstrated willingness to obtain professional certification. In addition, movement within the career path requires a documented business and management need, as well as, prior approval from the Director of Research Compliance.

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