AUBURN
Human Resources

Asst Dir, Research Compliance

Job Description

JOB INFORMATION

Job Code	HC44
Job Description Title	Asst Dir, Research Compliance
Pay Grade	RE11
Range Minimum	$74,730
33rd %	$94,660
Range Midpoint	$104,620
67th %	$114,580
Range Maximum	$134,510
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/14/2026 3:58:32 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Assistant Director, Research Compliance provides administrative oversight and subject matter expertise to address compliance with federal regulatory requirements, state laws, and institutional policies and procedures. Oversees administration of the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC).

RESPONSIBILITIES

- Assists in the management of the Office of Research Compliance to include development, implementation, and assessment of programmatic activities and various compliance initiatives.
- Oversees administration of the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC) including related reporting, administrative responsibilities, and programmatic activities. Responsible for the supervision of the IACUC and IBC staff including work assignments, recruitment, performance evaluations and assisting in resolving employee relations issues.
- Conducts monitoring, inspections, and evaluations for adherence to federal, state, local and/or University requirements or policies and procedures relating to compliance program management.
- Develops and updates institutional policies and guidance to facilitate compliance with regulatory requirements.
- Assists with the development, implementation, and delivery of training programs to meet the compliance needs of investigators working with animals and/or using biohazardous materials.
- Remains current in knowledge of the changing federal regulations and best practices involving animal research and biosafety and advises administration, compliance committees, investigators, and staff on applicable federal, state, and local laws, regulations, and policies.
- Assists with the development, management, and implementation of processes, procedures, tools, and resources designed to improve programmatic efficiency while ensuring compliance with applicable regulations.
- Reviews, drafts, and negotiates inter-institutional agreements and memorandums of understanding (MOUs) related to animal care and use, and the biosafety program.
- Reviews funded research protocols in conjunction with the Office of Sponsored Programs to ensure that appropriate compliance approvals are in place prior to grant funds being released.

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 to 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	6 years of	professional experience related to contracts, grants, law, nursing, medicine, vet medicine, animal sciences, human or animal research. At least 1 year of experience supervising, mentoring or leading others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In depth knowledge of federal regulations, state laws, and institutional policies and procedures related to research compliance.	
Understanding of research administration, the research enterprise, animal use, biological use, the scientific method, scientific terminology, and negotiating and contract principles.	
Understanding of the inter-relationship of animal care and use and biological safety regulations, practices, and procedures.	
Understanding and experience with electronic compliance training and tracking systems currently includes: the CITI training system, and AALAS learning library.	
Banner, Xtender, Box Storage, Adobe Sign, and Office 365 applications are also used as information sources for this position.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	CPIA (Certified Professional in IACUC Administration) from PRIM&R (Public Responsibility in Medicine and Research)	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.