AUBURN
Human Resources

Assoc Dir, Research Integrity

Job Description

JOB INFORMATION

Job Code	HC68
Job Description Title	Assoc Dir, Research Integrity
Pay Grade	RE13
Range Minimum	$99,570
33rd %	$129,440
Range Midpoint	$144,380
67th %	$159,310
Range Maximum	$189,180
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	10/20/2025 1:25:35 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Associate Director, Research Integrity, provides oversight and operational management for the Financial Conflict of Interest (FCOI), Responsible Conduct of Research (RCR), and Research Misconduct (RM) programs within the Office of Research Integrity & Compliance, and has responsibilities for program development, advancement, and assessment.

RESPONSIBILITIES

- Serves as the Deputy Research Integrity Officer (DRIO) in support of the Research Integrity Officer (RIO) and research misconduct proceedings.
- Works closely with the RIO, University leadership, and appropriate admin offices to support RM proceedings. Interacts with internal and external stakeholders regarding received allegations, assessment, inquiry, investigation, and final resolution.
- Provides strategic leadership, operational direction, and comprehensive oversight of the processes, systems, compliance requirements, and educational initiatives related to research integrity programs and functions administered by the Office of Research Integrity & Compliance.
- Reviews and/or creates policies and procedures pertaining to research integrity to fulfill regulatory requirements and address institutional needs.
- Develops, implements, and oversees comprehensive monitoring programs to evaluate compliance with federal, state, local, and/or University requirements and/or policies and procedures relating to program management.
- Develops, implements, and delivers compliance education and training programs for faculty, researchers, administrators, staff, and students for compliance with federal regulations and institutional requirements.
- Serves as subject matter expert, maintains currency with and advises administration, investigators, and staff on applicable state, federal, and local law.
- Assists with reviews of allegations, including research misconduct and/or potential regulatory violations, in coordinating with appropriate administrative units, oversight bodies, and senior leadership.
- Oversees the design, development, and implementation of quality improvement efforts to increase automation, efficiency, and effectiveness.
- Maintains operational oversight of the identification, disclosure, and management of conflicts of interest related to research.

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	Supervises others with full supervisory responsibility.

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	no specific discipline required. Degree in Science, Engineering, Business, Law, Ethics, Mathematics, Statistics or related field is desired.	and	7 years of	experience in research compliance, integrity, and/or research administration. Other experience such as contracts, grants, law, information technology, or education may apply with Office of Research Integrity Training. Preferred experience in a university, hospital or other research setting with progressively increasing levels of responsibility and accountability. At least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of federal regulations, state laws, and institutional policies and procedures related to research integrity and compliance.	
Understanding of research administration, the research enterprise, legal aspects of business entities, and the roles of ownership and responsibilities within business entities.	
Understanding of human research, animal use, biological use, the scientific method, and scientific terminology.	
Understanding and experience with electronic compliance training and tracking systems, such as Endeavor.	
Strong leadership, organizational, and presentation skills.	
Strong employee supervisory skills.	
Excellent communication (written and verbal) skills.	
Highly developed critical thinking skills.	
Ability to work collaboratively with individuals at all levels of the organization (faculty, staff, university administration, and college and departmental leadership, etc.).	
Ability to administer multiple campus-wide research compliance programs.	
Strong technical aptitude.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Office of Research Integrity Training required with experience indicated above.	Upon Hire	Required	

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					
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.