AUBURN
Human Resources

Mgr, Research Compliance

Job Description

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 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	5 years of	professional experience related to contracts, grants, law, nursing, medicine, vet medicine, animal sciences, human or animal research. 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.