AUBURN
Human Resources

Admstr, Research Compliance

Job Description

JOB INFORMATION

Job Code	HC80
Job Description Title	Admstr, Research Compliance
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/7/2025 3:03:57 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Research Compliance Administrator contributes to the daily activities of the Research Compliance Program(s) within the Office of Research Compliance (ORC), which includes the Animal Care and Use Program, the Human Research Protection Program, and the Biological Safety Program. This role ensures adherence to federal and state regulations, sponsor-specific requirements, and institutional policies, and its efforts are essential in maintaining the integrity and ethical standards of our research initiatives.

RESPONSIBILITIES

- Organizes, coordinates, and executes daily activities of the research compliance programs to ensure adherence to regulatory, contractual, and policy requirements.
- Reviews and assists with research protocols, guiding investigators, faculty, and staff through the protocol submission process to ensure compliance.
- Provides subject-matter advice and oversight on non-compliance assessments, inquiries, investigations, audits, and inspections, including preparing necessary reports and follow-ups.
- Develops, reviews, and revises compliance policies, procedures, and guidelines, enhancing institutional and departmental strategies. Establishes goals and objectives to identify successful program indicators.
- Supports accreditation efforts by preparing and submitting annual/interim reports, coordinating re-accreditation materials, and ensuring compliance with accreditation standards.
- Develops and implements educational programs to promote compliance and responsible conduct of research, including conducting training sessions, seminars, and workshops.
- Remains current on regulatory requirements and organizational demands by attending workshops and seminars, and disseminates relevant information as needed.

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	May supervise employees but supervision is not the main focus of the job.

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. Finance, Accounting, Business, Statistics, or related field is preferred.	and	4 years of	Contracts and grants, compliance, research, research administration, or other related experience.	

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.	
Strong organizational, administrative, communication, and interpersonal skills.	
Proficient computer skills with Internet and MS Office (Outlook, Word, Excel etc.).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				And

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				10 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.