AUBURN
Human Resources

Mgr, Research Integrity

Job Description

JOB INFORMATION

Job Code	HC81
Job Description Title	Mgr, Research Integrity
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/3/2018

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 the Auburn University Research Integrity Programs to facilitate institutional oversight and compliance with federal regulatory requirements, state laws, and institutional policies and procedures. Research Integrity Programs include: Financial Conflict of Interest (FCOI) Program (for research and related activities), Responsible and Ethical Conduct of Research (RCR) Program, and the Scientific Research Misconduct process.

RESPONSIBILITIES

- Reviews and evaluates financial questionnaires, financial disclosures, and related documentation to determine the existence of a Financial Conflict of Interest (FCOI).
- Advises AU faculty, staff, and students on research integrity regulations, sponsor terms and conditions, policies, and procedures related to RCR, FCOI, and Scientific Misconduct.
- Assists with development and implementation of institutional policies and procedures to facilitate compliance with regulatory requirements related to research integrity.
- Develops, implements, and monitors management plans to properly manage, reduce, or eliminate FCOIs.
- Identifies and develops training materials and resources and conducts educational sessions to meet institutional needs and compliance requirements for RCR, FCOI, and Scientific Misconduct.
- Responsible for managing the review and determination process for scientific misconduct allegations in accordance with federal regulations and University requirements.
- Develops, implements, and monitors internal programmatic processes for efficient office and program activities.
- Manages relationships with online service providers. Oversees maintenance of and provides training for systems used by the Research Integrity Program.
- Drafts and submits required assurances and reports including non-compliance to appropriate University administration, external sponsors, and 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	Degree in Business Administration, Law, Ethics, Mathematics, Statistics, Information Technology, or related field. Master's degree preferred.	and	5 years of	Professional experience related to research integrity, contracts, grants, law, or information technology. At least 1 year experience supervising, mentoring, or leading others.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of federal regulations, state laws, and institutional policies and procedures related to research integrity requirements.	
Understanding of electronic compliance training and tracking systems or equivalent.	
Understanding of research administration, the research enterprise, the scientific method, and scientific terminology desired.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.