AUBURN
Human Resources

Analyst II, Research Compliance

Job Description

JOB INFORMATION

Job Code	KC15B
Job Description Title	Analyst II, 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:	9/23/2026 5:17:43 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Research Compliance Analyst conducts evaluation, analysis, and administrative support for one or more compliance programs and/or processes assigned to the Office of Research Integrity and Compliance. This includes the Research Integrity Program, the Animal Care and Use Program, the Human Research Protection Program, and the Biological Safety Program and their corresponding compliance committees. Facilitates institutional responsibilities for and oversight of compliance with federal regulatory requirements, state laws, and institutional policies and procedures.

RESPONSIBILITIES

- Provides policy and procedural advice, consultation, and support to investigators, compliance committees such as Institutional Review Boards for the Protection of Human Subjects in Research (IRB), Institutional Animal Care & Use Committee (IACUC), and Institutional Biosafety Committee (IBC), and university or college research administration on matters related to research integrity and/or compliance. Remains current on applicable federal regulations, state laws, and institutional policies related to areas of assignment.
- Provides recommendations and assists with development, implementation, and delivery of education and training activities to ensure compliance with federal regulations, state laws, and institutional policies.
- Conducts administrative review and assessment of protocols, applications, and Conflict of Interest (COI) disclosures based on established guidance. In collaboration with the research integrity and compliance leadership team, determines needed changes, steps, actions necessary to achieve compliance.
- Develops and supports public relations and communication efforts for internal research integrity and/or compliance stakeholders. Disseminates program outcomes and information through publications, articles, notices, or other media.
- Assists with monitoring and inspection activities to support institutional responsibilities for compliance oversight and the ethical and responsible conduct of research and regulated activities.
- Assists with development, review, and maintenance of procedures, tools and resources based on changing regulatory environment.
- Researches and gathers background information on a variety of research compliance and regulatory topics. Compiles information and prepares reports, records, and communication of a confidential nature for the purpose of documenting regulatory compliance.
- Assists researchers in preparing submissions, responding to reviewer comments, and providing technical assistance throughout the process lifecycle.
- Evaluates, recommends, and assists with implementation of process improvements that align with the University’s strategic plan to streamline processes, eliminate outdated programs, and creating efficiencies.

RESPONSIBILITIES

- Provides backup support within the unit and across the research integrity and/or compliance programs.

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	Business, Law, Ethics, Science, Mathematics, Statistics, or related field	and	4 years of	experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration.	Or
Master's Degree	Business, Law, Ethics, Science, Mathematics, Statistics, or related field	and	2 years of	experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, local and University policies and regulations related to research compliance and/or research administration.
Knowledge of research administration, the research enterprise, legal aspects of business entities, and roles of ownership and responsibilities within business entities.
Working knowledge of human research, animal use, biological use, research integrity or ethics, the scientific method, and scientific terminology.
Knowledge of electronic compliance training and tracking systems to include COI-SMART FCOI disclosure management system, the CITI training system, and SharePoint.
Strong technical skills with aptitude for expanding technical knowledge and experience in developing, designing, and/or maintaining electronic systems and electronic processes.
Strong analytical, deductive reasoning, critical thinking, and active learning skills.
Demonstrated excellent oral and written communication skills.
Demonstrated superior active listening skills, problem sensing and solving skills, and ability to maintain strict standards of confidentiality.
Ability to thoroughly and accurately analyze large data sets, effectively present analysis (written and oral), and maintain detailed project records.
Ability to lead, train, and functionally supervise as needed.
Ability to analyze submissions, determine compliance with regulations, and provide advice and guidance on how to achieve compliance.
Ability to succeed in high-volume, high pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities.
Strong attention to detail and the ability to manage multiple tasks simultaneously.
Demonstrated time management, organizational, customer service skills and ability to establish and maintain effective working relationships.
Demonstrated self-discipline and sound, independent judgement completing time-sensitive assignments.
Ability to complete tasks independently as contributions to a team effort to accomplish established unit and institutional goals.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CIP - Certified Institutional Review Board - IRB Professional	Human Research Protection Program Certified IRB Professional (CIP)	Upon Hire	Desired	Or
	Animal Care and Use Program Certified Professional in IACUC Administration (CPIA)	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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.