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## Auburn University Job Description

Job Title: **Asst Dir, Research Compliance**

Job Family: No Family

Job Code: **HC44**

Grade RE10 \$60,300 - \$108,500

FLSA status: Exempt

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### Job Summary

The Assistant Director, Research Compliance provides administrative oversight and subject matter expertise to address compliance with federal regulatory requirements, state laws, and institutional policies and procedures. Oversees administration of the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC).

### Essential Functions

1. Assists in the management of the Office of Research Compliance to include development, implementation, and assessment of programmatic activities and various compliance initiatives.
2. Oversees administration of the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC) including related reporting, administrative responsibilities, and programmatic activities. Responsible for the supervision of the IACUC and IBC staff including work assignments, recruitment, performance evaluations and assisting in resolving employee relations issues.
3. Conducts monitoring, inspections, and evaluations for adherence to federal, state, local and/or University requirements or policies and procedures relating to compliance program management.
4. Develops and updates institutional policies and guidance to facilitate compliance with regulatory requirements.
5. Assists with the development, implementation, and delivery of training programs to meet the compliance needs of investigators working with animals and/or using biohazardous materials.
6. Remains current in knowledge of the changing federal regulations and best practices involving animal research and biosafety and advises administration, compliance committees, investigators, and staff on applicable federal, state, and local laws, regulations, and policies.
7. Assists with the development, management, and implementation of processes, procedures, tools, and resources designed to improve programmatic efficiency while ensuring compliance with applicable regulations.
8. Reviews, drafts, and negotiates inter-institutional agreements and memorandums of understanding (MOUs) related to animal care and use, and the biosafety program.
9. Reviews funded research protocols in conjunction with the Office of Sponsored Programs to ensure that appropriate compliance approvals are in place prior to grant funds being released.
10. May perform other duties as assigned by supervisor.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u>   |
|--------------------------|--------------------------|--|
| <b>Education</b>         | Four-year college degree | Degree in business administration, law, ethics, nursing, medicine, vet medicine, animal sciences, biological sciences, social behavior, human sciences, or related field.                                      |
| <b>Experience (yrs.)</b> | 6                        | Professional experience related to contracts, grants, law, nursing, medicine, vet medicine, animal sciences, human or animal research. At least 1 year of experience supervising, mentoring or leading others. |

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

In depth knowledge of federal regulations, state laws, and institutional policies and procedures related to research compliance. Understanding of research administration, the research enterprise, animal use, biological use, the scientific method, scientific terminology, and negotiating and contract principles. Understanding of the inter-relationship of animal care and use and biological safety regulations, practices, and procedures. Understanding and experience with electronic compliance training and tracking systems currently includes: the CITI training system, and AALAS learning library. Banner, Xtender, Box Storage, Adobe Sign, and Office 365 applications are also used as information sources for this position.

#### Certification or Licensure Requirements

CPA - Certified Professional in IACUC Administration from PRIM&R is desired.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/7/2021

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