

JOB INFORMATION

Job Code	HC68
Job Description Title	Assoc Dir, Res Integ & Comp
Pay Grade	RE12
Range Minimum	\$83,020
33rd %	\$105,160
Range Midpoint	\$116,230
67th %	\$127,300
Range Maximum	\$149,430
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/19/2021

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

The Associate Director, Research Integrity & Compliance provides oversight and operational management for the Office of Research Compliance (OCR) and has responsibilities for program development, advancement, and assessment.

RESPONSIBILITIES

- Provides leadership, operational management, and oversight of the processes, systems, compliance and education needs pertaining to compliance programs or functions administered under the Office of Research Compliance.
- Collaborates with appropriate administrative units, senior leadership, or other stakeholders regarding compliance risks, controls, and new developments in research related to compliance laws and regulations. Identifies needs and creates or updates policies and procedures pertaining to compliance programs. Researches, identifies, and proposes appropriate corrective actions or processes to fulfil compliance requirements, institutional policies, and/or best practices. Monitors risks that occur over time and make recommendations for corrective actions.
- Develops, implements, and oversees comprehensive monitoring programs to evaluate compliance with federal, state, local, and/or University requirements and/or policies and procedures relating to program management.
- Develops, implements, and enhances compliance education and training programs to be administered across all Auburn colleges and schools.
- Maintains currency with and advises administration, regulatory compliance committees, investigators, and staff on applicable state, federal and local laws, regulations, policies and trends impacting research compliance.
- Conducts reviews of allegations including Research misconduct and/or potential compliance violations in consultation and coordination with appropriate administrative units, oversight bodies, and senior leadership.
- Oversees the design, development, and implementation of quality improvement efforts to increase automation, efficiency, and effectiveness.
- Maintains operational oversight of the identification, disclosure and management of conflicts of interest related to research. Collaborates with other AU colleges and departments.
- May perform other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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	
Master's Degree	Degree in science, engineering, business, or related field.	And	7 years of	Experience in research compliance, integrity, and/or research administration. Other experience such as contracts, grants, law, information technology, or education may apply with Office of Research Integrity Training. Preferred experience in a university, hospital or other research setting with progressively increasing levels of responsibility and accountability. At least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In depth knowledge of federal regulations, state laws, and institutional policies and procedures related to research integrity and compliance.	
Understanding of research administration, the research enterprise, legal aspects of business entities, and roles of ownership and responsibilities within business entities.	
Understanding of human research, animal use, biological use, the scientific method, and scientific terminology.	
Understanding and experience with electronic compliance training and tracking systems.	
Online systems currently include: COI-SMART FCOI disclosure management system, the CITI training system, and SharePoint. Banner, Xtender, Box Storage, Adobe Sign, and Office 365 applications are also used as information sources for this position.	
Other Skills: 1) Strong Leadership skills 2) Strong Employee Supervisory skills 3) Excellent communication (written and verbal) skills 4) Highly-developed critical thinking skills 5) Strong organizational skills 6) Strong presentation skills 7) Ability to work collaboratively with individuals at all levels of the organization (faculty, staff, university administration, and college and departmental leadership, etc.) 8) Ability to administer multiple campus wide research compliance programs 9) Strong technical aptitude.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				And
	Office of Research Integrity Training required with experience indicated above.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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	
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.