



## **Executive Director of Research Compliance Office of the Vice President for Research and Graduate Studies**

The Office of the Vice President for Research and Graduate Studies at the University of Nevada, Las Vegas seeks an executive director to oversee and manage research compliance activities within the Division of Research and Graduate Studies. This is a full-time position with benefits reporting to the Associate Vice President for Research.

**Responsibilities:** The successful candidate will establish and lead a comprehensive research compliance program for the division to ensure overall compliance with applicable federal, state, and institutional regulations and policies within the professional framework of Responsible Conduct of Research (RCR). The position is responsible for the following: supervising the activities and effectiveness of the Office of Protection of Research Subjects, the Office of Technology Transfer, and the Animal Care and Use Lab; coordinating closely with other university units that have compliance oversight; organizing, designing, and executing an ongoing training program related to research compliance; serving as a key resource for the university community on regulatory analysis and interpretation, compliance policy development, education, questions, and enforcement; organizing, designing, and executing an effective compliance communication program; and gathering and reporting data and information related to institutional compliance/ethics efforts and issues.

**Minimum Required Qualifications:** Master's degree in an appropriate field from an accredited college or university is required, with a doctoral degree strongly preferred. A minimum of 3-5 years related managerial experience in research compliance is required, which includes demonstrated knowledge, expertise and technical competence in a broad range of research administration issues, including regulatory compliance regarding university research and human subjects research; experience addressing research administration issues in a complex environment; demonstrated experience as an effective supervisor/manager; strong analytical, communication, and organizational skills; demonstrated ability to plan, develop, coordinate, and evaluate compliance education/training programs and compliance communication programs.

**Preferred Qualifications:** Doctoral degree from an accredited college or university, 5-10 years managerial-level experience in research compliance and training at a research university.

### **Desired Characteristics:**

Ability to balance federal, state and local regulations as well as campus and System-wide policies and procedures; ability to evaluate and prioritize research and compliance risks and to develop efficient programs to effectively control identified risks; ability to build and sustain collaborative relationships among diverse groups of administrators, faculty, and staff who may have varying degrees of knowledge about compliance regulations and policies; ability to work independently and meet deadlines; ability to communicate effectively in oral presentations and in writing; ability to work with other offices to access and provide relevant data; experience facilitating meetings and discussions in a complex university environment; ability to analyze situations and data trends and apply to job responsibilities; interest in scholarly activity and publications.

Review of applications will commence on May 1, 2007, and will continue until the position is closed. Salary will be competitive and contingent upon labor market.

**Application:** Application materials must include a 1) current and complete resume, 2) detailed cover letter, and 3) the name, address, telephone, and e-mail address of 3-5 professional references. In the cover letter, applicants should fully describe qualifications and experience as they relate to this position, with specific reference to each of the minimum and preferred qualifications, since the initial review will serve to evaluate applicants based on documented, relevant qualifications, characteristics, and work experience. Materials should be addressed to Dr. Carl Reiber, Search Committee Chair, and are to be submitted via on-line application only at <https://hrsearch.unlv.edu>. For assistance with UNLV's on-line applicant portal, contact Jen Feldmann at (702) 895-3886 or email [hrsearch@unlv.edu](mailto:hrsearch@unlv.edu). For more information, see the Division of Research and Graduate Studies World Wide Web site at: <http://www.unlv.edu>. Women and minorities are encouraged to apply. UNLV is an equal opportunity/affirmative action employer committed to achieving excellence through diversity.