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| |  | | --- | | Staff Employment Application |  |  |  | | --- | --- | |  | [Close Window](javascript:window.close()) |  |  | | --- | | **Position Information** | | |  |  | | --- | --- | | Working Title | Compliance Coordinator, Req# 1111 | | Requisition Number | 1111 | | Department | 300100-Research & Sponsored Programs | | Advertised Salary Range | $35,000 - $45,000 | | Class Code | 9444 | | FTE | 1.0 | | Job Type | Regular | | Job Classification | Administrative & Professional | | Location | Main Campus - Fort Myers, FL | | Job Close Date | 01-10-2010 | |  |  | | Minimum Qualifications | Bachelor's degree from an accredited institution in an appropriate area of specialization and two years of compliance related or administrative experience. | | Preferred Qualifications | Master's degree from an accredited institution in an appropriate area of specialization and experience in compliance committee related work at a college or university. Certification in university compliance committee related work. | | Special Instructions to Applicants | Additional materials submitted such as video, tapes, slides, books, etc., are subject to public review under Florida's Public Records law, shall become the property of FGCU, and can not be returned. | | Other Information: |  | | General Summary Statement: | This position's initial duties will include serving as liaison to compliance committees and other related institutional support functions provided by the Office of Research and Sponsored Programs; as well as other duties as outlined in your official Position Description. | | Required Licenses/Certifications and Other Specific Requirements of Law: | Adhere to FERPA Requirements (Buckley Amendment) | | Other Licenses & Certifications: |  | | | **A&P/Faculty Job Responsibilities** | | |  | | --- | | **5** Records | | |  |  |  | | --- | --- | --- | | **Function Type:** | **Job Duty:** | **Order of Importance** | | **Essential** | Serves as liaison to compliance committees (Institutional Review Board for the Protection of Human Subjects (IRB), Institutional Animal Use and Review Committee (IACUC), and Research Safety Committee (RSC)) and other related institutional support functions provided by the Office of Research and Sponsored Programs.   Serves as liaison to the Grants and Research Team (G&R Team) of the Faculty Senate, and other ORSP ad hoc committees as needed. Coordinates, oversees, and tracks Visual Compliance screening tool, and the Collaborative Institutional Training Initiative (CITI). Assists with maintaining and tracking status of intellectual property records. | 1 | | **Essential** | Works directly with the Chairs of Committees and Associate Vice President for Research to coordinate and conducts business for committees. Works with faculty, staff, and students to facilitate submission of applications and provides guidance on the compliance committee process. Screens submitted applications to assure they are complete and distributes for review. | 2 | | **Essential** | Coordinates, schedules, prepares agendas and packages for meetings. Attends meetings and takes minutes that serve as the official institutional record. Prepares post meeting correspondence in a timely and efficient manner. Gathers information and background material in response to inquiries/issues. Responds to requests for information regarding committee activity. Conducts post-approval quality assurance monitoring and auditing of records. Updates and maintains compliance committee records including assistance in the development and management of compliance Web site. | 3 | | **Essential** | Provides institutional wide training and participates in compliance education/outreach activities for faculty, staff, and students. | 4 | | **Marginal** | Other duties as assigned. | 5 | | | Top of Form     |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   Bottom of Form | | | **Support Personnel Job Responsibilities** | | |  | | --- | | **1** Record | | |  |  | | --- | --- | | **% of Time** | **Job Duty** | | **0** |  | | | Top of Form     |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   Bottom of Form | | | **Additional Posting Details** | | |  |  | | --- | --- | | Working Hours: |  | | Knowledge, Skills and Abilities | Ability to communicate effectively both orally and in writing. Ability to facilitate and coordinate meetings. Knowledge of and ability to use a personal computer. Knowledge of compliance related Web based training systems and tracking tools. Knowledge of OHRP, FDA, OLAW, USDA, and AAALAC regulations and guidelines. Knowledge of rules, regulations, and policies of the university, state, and federal sources. Ability to stay current in generally accepted compliance related rules, regulations, and policies. Knowledge of administrative and regulatory operations of compliance committees. | | Physical, Mental, and Environmental Characteristics of the Position: | Repetitive Wrist Motion Navigate across campus | | Other Characteristics of Position: |  | | Statement of Responsibility for Confidential Data | All rules and regulations concerning the Federal Educational Rights Privacy Act must be followed regarding the handling of all confidential information such as student records, grievance issues, and personnel matters. | | Required Documents | Resume Cover Letter List of 5 References (Name, Address, Phone #) | | Optional Documents | Unofficial Transcript Professional Reference Letter 1 Professional Reference Letter 2 Professional Reference Letter 3 Professional Reference Letter 4 Professional Reference Letter 5 Additional Materials 1 Additional Materials 2 Additional Materials 3 Additional Materials 4 Additional Materials 5 | | Note | Eligibility determination will be made by the Florida Gulf Coast University Human Resources Office. Federal law requires that we hire only U.S. Citizens and lawfully authorized aliens. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment. For Staff Personnel preference will be given to certain veterans and spouses of veterans as outlined in the Florida Statutes. Persons with disabilities needing an accommodation to participate in the application/selection process should contact the Director of Human Resources at (239)590-1400 or TTY, VCO, ASCII or Speech-to-Speech dial 711 anywhere in the U.S., a minimum of 5 working days in advance. Under Florida's Public Records law, applications will be available for public review upon request and become property of FGCU. | | Application Types Accepted | Faculty/Administrative & Professional Profile | | How to Apply: | Visit http://jobs.fgcu.edu and apply to the position. | |   [Close Window](javascript:window.close()) |

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