

ARIZONA STATE UNIVERSITY SERVICE PROFESSIONAL

TITLE: Specialist <u>Export Controls - RCR – COI - AI</u> <u>Coordinator –</u> <u>Working Position Description</u>	JOB CODE: xxxxx GRADE: E FLSA: E
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PRIME FUNCTION:

Under general supervision, provides expertise and project coordination in support of the Office of Research Integrity and Assurance in the areas which may include the Responsible Conduct of Research, Financial Conflicts of Interest, Export Controls and American Indian protections in accordance with established goals and assignments. Reports to to Director or Assistant Director in the OKED Office of Research Integrity and Assurance and works closely with the Director and/or Assistant Directors to accomplish assigned responsibilities.

DUTIES AND RESPONSIBILITIES:

- Works closely with the Director or Assistant Director to design and develop and implement specific methodology and materials unique to the program, project, initiatives or areas which may include support for Export Controls, Financial Conflicts of Interest, Responsible Conduct of Research Training Initiatives and American Indian protections.
- Acts as liaison with the community, students, faculty, and staff in facilitating departmental programs for the responsible conduct of research, and financial conflicts of interest reporting.
- Provides training and professional development in the related subject matter.
- Consults with faculty, staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation.
- Reviews and evaluates effectiveness of related methods and work activities.
- Designs and conducts related program evaluation activities.
- Assists in the development and facilitates related workshops, conferences, and seminars.
- Resolves related problems through written or verbal correspondence.
- Reviews and analyzes research data and other literature and makes interpretations for application to related program, project, and initiative for the areas of Responsible Conduct of Research and Financial Conflicts of Interest.
- May lead, train and monitor the activities of assigned staff.

Specific Responsibilities:

- Attend meetings to record activities and reviews related to disclosures and area of responsibility, answer committee questions, and to communicate committee decisions to investigators and develop minutes.
- Perform preliminary critical review and coordination with investigators for disclosures and recommend review. Communicate with investigators about all phases of the review and process.

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- Advise Investigators on disclosure submission requirements and act as liaison to the committee(s) for researchers. This includes performing consultations in person and responding to email and phone inquiries.
- Monitor compliance with ASU's training requirements.
- Coordinate protocol and disclosure reviews and approvals.
- Independently monitor workload to ensure equity in quantity distribution of assigned protocol review.
- Monitor protocol documentation for assigned areas to ensure that files are maintained in an audit compliant manner including paper and electronic copies.
- Develop and implement educational workshops, lectures and seminar series related to areas of assignment.
- Assist with developing and implementing policies, procedures and monitoring tools required to support operations and responsibilities of the unit.
- Provide backup support for colleague's workload during absences.
- Miscellaneous duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, practices and procedures in field of Research Integrity
- Knowledge of basic project management
- Skill in performing detailed critical analysis and review of assigned subject area.
- Skill in designing presentation materials.
- Skill in establishing and maintaining effective working relationships.
- Skill in both verbal and written communication.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Prepared: 06/2002
Revised: 10/2010