



## Research Compliance Specialist Office of Research Compliance

The University of Massachusetts Amherst invites applications for a Research Compliance Specialist in the Office of Research Compliance. The Research Compliance Specialist, working with research compliance steering committees and the Director of Research Compliance, provides leadership and guidance for the development, oversight, and monitoring of campus regulatory compliance programs with specific focus on research involving animals and potentially biohazardous agents in research. Primary focus is to manage research compliance procedures, develop appropriate training activities, and provide high level administrative support to the campus research community, including communications and post-approval monitoring related to the use of animals in research, drafting reports to federal agencies, serving on institutional compliance committees, and advising on and responding to complaints and reports of non-compliance.

*Minimum Required Qualifications:* Bachelor's degree in a life science field plus five years of related experience OR Master's degree in a life science field plus three years of related experience (an advanced degree in an appropriate academic field such as public administration, law, business, or other related field preferred); prior experience with the interpretation and application of regulations, laws, policies, and procedures, preferably in a research administration/compliance setting; solid understanding of the regulatory framework for the conduct of research; supervisory experience; excellent analytical and investigative skills; ability to exercise good judgment in the advice and guidance offered to faculty regarding compliance; strong written and verbal communication and interpersonal skills; ability to establish productive relationships with diverse campus and external constituents that reflects a strong "client service" commitment; familiarity with database applications and other protocol management tools for supporting research administration preferred; experience conducting/administering research preferred; experience with animal use protocols strongly preferred; experience serving on compliance committees preferred.

Hiring Salary Range: \$48,800 - \$61,200

Normal Hiring Salary Range: \$48,800 - \$55,000

The University also offers an attractive benefits package.

Priority consideration will be given to applications received by **June 14, 2013**, but the search will remain open until the position is filled. Please submit a letter of application listing relevant specific experience, résumé, and the names, addresses, and telephone numbers of at least three professional references to **Search #R43641**, Employment Office, 167 Whitmore Administration Building, University of Massachusetts, Amherst MA 01003-8170.

*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity employer.  
Women and members of minority groups are encouraged to apply.*