

POSITION VACANCY
Senior Research Compliance Coordinator

The University of Texas at San Antonio Office of Research Integrity seeks a Senior Research Compliance Coordinator to support human research protections and the Institutional Review Board (IRB). Under the direction of the Executive Director, the Coordinator helps assure that the IRB operates in accordance with relevant federal, state, local, and institutional regulations by:

- Performing reviews of applications for the use of human participants in research;
- Maintaining documentation and electronic files consistent with regulatory and program requirements;
- Ensuring post approval monitoring and compliance;
- Effectively communicating regulations, policies, and associated requirements to IRB members, investigators, students, and the general UTSA community;
- Cultivating and maintaining relationships with internal/external constituencies, agencies and/or any relevant organizations;
- Evaluating business processes, identifying gaps, and proposing solutions based on program metrics;
- Assuring program corrections are performed in a timely manner; and
- Preparing annual reports/registrations for regulatory and/or accrediting agencies.

Minimum Qualifications:

Bachelor's Degree and five years of experience working in research compliance and/or in research with human participants. Demonstrated ability to manage confidential information and prioritize tasks for multiple long and short term projects. Ability to exercise initiative, independent discretion, and flexibility. Excellent oral and written communication skills. High ethical standards; tact and diplomacy in all matters.

Other Skills Preferred:

Certified IRB Professional (CIP) certification. Five years of experience working in an IRB office or serving on an IRB. Experience with an electronic protocol management system. Experience presenting technical information through workshops and/or courses to diverse groups. Proficiency in managing electronic protocol routing software. Ability to influence and build professional relationships among a diverse community. A track record of service orientation, initiative, organizational commitment, and a positive attitude. Superior interpersonal skills.

Salary Range: \$47,016 - \$77,568

About UTSA:

The University of Texas at San Antonio is an emerging Tier One research institution specializing in health, energy, security, sustainability, and human and social development. With nearly 29,000 students, it is the largest university in the San Antonio metropolitan region.

UTSA advances knowledge through research and discovery, teaching and learning, community engagement and public service. The university embraces multicultural traditions and serves as a center for intellectual and creative resources as well as a catalyst for socioeconomic development and the commercialization of intellectual property -- for Texas, the nation and the world.

To apply, visit <https://www.utsajobs.com/>

This is a security sensitive position. Employment is contingent upon a successful background check. UTSA is an Equal Employment Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.