

The University of Massachusetts Amherst invites applications for the position of 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, preparing reports to federal agencies, serving on institutional compliance committees, and advising on and responding to complaints and reports of non-compliance.

Minimum Qualifications:

1. Bachelor's degree, preferably in a life science field, plus five years of related experience OR Master's degree, preferably in a life science field, public administration, law, business, or other related field, plus three years of related experience.
2. 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 preferred.
3. Supervisory experience.
4. Excellent analytical and investigative skills. Ability to exercise good judgment in the advice and guidance offered to faculty regarding compliance.
5. 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.
6. Familiarity with database applications and other protocol management tools for supporting research administration preferred.
7. Experience conducting/administering research preferred. Experience with animal use protocols strongly preferred.
8. Experience serving on compliance committees preferred.

Hiring Salary Range: \$49,900 - \$62,700

Normal Starting Salary: \$49,900 - \$56,300

The University also offers an attractive benefits package.

Please go to <http://umass.interviewexchange.com/jobofferdetails.jsp?JOBID=49603> and submit a letter of application describing relevant experience and a résumé. The names, addresses, and telephone numbers of at least three professional references will be required prior to interviews. Review of applications will begin on **June 16, 2014**, but applications will be accepted until the position has been filled. Please include **Search #R49298** on your application materials.

The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members.