Research Compliance Coordinator

The Research Compliance Coordinator reports to and works closely with the Associate Vice President for Research Compliance (AVP-Research Compliance) to provide leadership, guidance and oversight for institution-wide research compliance and its adherence to local, UT System, State and Federal regulations. The Research Compliance Coordinator assists the AVP-Research Compliance with the following duties and responsibilities.

**Major Responsibilities / Duties / Critical Tasks:**

* Coordination and support of processes and programming to ensure University compliance with federal regulations, policy requirements, and best practices.
* Identification, management, and monitoring of potential regulatory risks.
* Development, maintenance, and updates of compliance-related standards, policies and procedures for the research enterprise, and its related activities to prevent, detect, identify, and mitigate illegal, unethical, or improper conduct.
* Development and roll-out of in-house research compliance training programs, workshops, seminars and other outreach and educational tools and training related to Institutional Review Board, Institutional Animal Care & Use Committee, Institutional Biosafety Committee, Export Control, Research Conflict of Interest, and Research Misconduct.
* Development and implementation of effective programs that promote responsible conduct and integrity in scientific research.
* Other duties and responsibilities as assigned.

**Accompanying Knowledge, Skills, Abilities and Competencies:**

* Thorough knowledge of appropriate regulations.
* Well-developed organizational and analytical skills.
* Outstanding attention to detail.
* Strong written, verbal, and presentation skills.
* Team player who also works independently when needed.
* High level of maturity, diplomacy, and strict confidentiality.

**Qualifications**

* Bachelor’s degree from an accredited university.  Master’s degree Preferred.