

LOYOLA MARYMOUNT UNIVERSITY
ACADEMIC AFFAIRS/OFFICE FOR RESEARCH AND SPONSORED PROJECTS

POSITION DESCRIPTION

Position Title: ORSP Compliance Coordinator

Workday job profile: Senior Research Associate

Position Summary

The Research Compliance Coordinator is an important member of the Office of Research and Sponsored Projects (ORSP) team who manages non-financial research compliance activities in a fast-paced, detail-oriented, and deadline-driven environment. The Research Compliance Coordinator will work collaboratively across campus to create a research compliance infrastructure at LMU. The position will support policy and procedure development, education, and training, and monitor quality improvement and assurance for areas of research compliance. This is a new position for a growing research active institution, as such we are looking for candidates that can implement and maintain research compliance processes and procedures, as well as coordinate currently existing practices to support research compliance. The position will serve as the point of contact for internal inquiries about research compliance and maintain records related to compliance training through CITI. With increasingly growing federal compliance mandates, the position will be nimble to assess new or revised sponsor compliance regulations, as they unfold, and communicate them out to the research community at LMU in a timely manner so that we maintain business continuity for proposal submissions and award acceptance.

Reporting to the Executive Director of Research, the position assists faculty, staff, and sponsored research colleagues in promoting compliance for sponsored project activities through informational presentations to the LMU Community.

Position Specific Responsibilities/Accountabilities

1. Supports the development, implementation, and maintenance of research compliance processes, records, and establishes procedures for training and monitoring of strategies for compliance initiatives.
2. Develops monitoring plans and conducts regular monitoring activities to meet federal requirements for research compliance, related to but not limited to COI, FCOI, RECR, foreign influence/Section 117, and others. Submits annual federal reports for FCOI.
3. Supports the Research Integrity Officer (RIO) in processing allegations of research misconduct and annual reporting to Office of Research Integrity.
4. Creates, coordinates, and maintains records in accordance with federal regulations and provides guidance to mitigate legal and regulatory risk. Maintains current knowledge with federal and administrative regulations, trends, and university policies.
5. Serves as point of contact for internal inquiries regarding research compliance and responds to potential noncompliance concerns, assists with audits, and supports other quality assurance and improvement activities.
6. Coordinates compliance efforts with other LMU departments, provides guidance, and recommends procedures and responses related to regulations and issues, as required.
7. Supports the implementation and maintenance of relevant research compliance training through CITI for FCOI, Export Controls, and RECR. Disseminates critical information and develops educational resources for the university community to raise awareness of research compliance obligations.
8. Oversees the process for incoming/outgoing Data Use Agreements and Material Transfer Agreements. Supports Tech Transfer, as needed.

9. Creates and delivers compliance trainings through workshops and outreach activities, to enhance compliance knowledge through department/school/college presentations and trainings.
10. Review existing compliance policies/procedures and drafts new policies/procedures, where needed or as regulations change.
11. Supporting risk assessment and risk plan development at LMU
12. Attends and participates in meetings and/or college events related to assigned responsibilities.
13. Identify and implement business process improvements in ORSP by creating tools and documents for use by the research community, such as Data Sharing Plan templates.
14. Performs other duties as assigned or requested.

Loyola Marymount University Expectations

Exhibit behavior that supports the mission, vision and values of the University. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable and ethical conduct. Demonstrate a commitment to outstanding customer service.

Requisite Qualifications

- Typically a bachelor's degree. A master's degree is preferred. Financial acumen is a plus, with corresponding professional experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities to keep abreast of advances in electronic research administration, federal policies, regulations, and compliance.
- Minimum 5 years of experience in sponsor project office or grants administration environment. Relevant professional experience with grants and service contracts with a strong commitment to customer service.
- Working knowledge of compliance and research administration.
- Experience with the Cayuse Research Suite, CITI, Workday, Banner or other integrated financial systems is preferred. Ability to use multiple technical data sources to produce tools and reports needed from systems is desirable.
- Ability to work under pressure and prioritize tasks to meet tight proposal deadlines with proven tact, poise, diplomacy, and professionalism.
- Demonstrated time management and detail-oriented skills.
- Demonstrated ability to track, manage and handle significant matters involving different issues with strong attention to detail.
- Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues.
- Demonstrated ability to interpret federal/state/private foundation regulations, procedures and/or compliance standards.
- Excellent verbal and written communication, organizational and interpersonal skills.
- Strong proficiency with Microsoft Excel and Microsoft Word, PowerPoint, Box or other shared document systems.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position.