Senior Research Compliance Specialist

Definition of Class
This is a supervisory position that coordinates department efforts regarding protocol review, processing, and approval to ensure research complies with federal regulations, state laws, and ethical standards. Incumbents review protocol applications, coordinate activities of review board, coordinate compliance training, and disseminate information regarding research compliance. Incumbents interpret federal and state regulations and determine if research meets compliance standards.

Examples of Work Performed
Coordinate protocol processing.

Screen all protocols submitted and determine level of review needed.

Review and approve all exempt-level protocols.

Record, track, and review protocols using database and filing system.

Coordinate continuing protocol reviews.

Coordinate compliance training for Principal Investigators, review board members, and other necessary personnel.

Coordinate activities of review board.

Advise, assist, and disseminate information to researchers and review board members regarding research compliance and research ethics.

Serve as primary contact for research subject questions and complaints. Assist in coordinating complaint investigations and reports.

Stay abreast of federal and state laws pertaining to research compliance by attending conferences and research. Interpret regulations and ensure department complies with regulations related to research compliance. Notify appropriate personnel regarding regulation changes.

Assist in developing policy and procedures manuals and materials for department. Regularly review office procedures and recommend changes as necessary to ensure compliance.

Coordinate accreditation efforts.

Prepares and submits reports to management and Federal agencies.

Supervise support staff and undergraduate and graduate student assistants as assigned.
May travel to professional conferences.

Perform similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinate department efforts regarding protocol review, processing, and approval.
2. Coordinate activities of review board.
3. Coordinate compliance training of Principal Investigators, review board members, and other necessary personnel, including giving presentations.
4. Serve as primary contact for researchers, review board members, research subjects, etc. regarding compliance issues and regulations.
5. Maintains extensive knowledge and provides assistance in two or more compliance areas. Supervises staff.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.
- **Experience:** Two (2) year of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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