JOB DESCRIPTION

Research Compliance Specialist

**Definition of Class**
This professional position coordinates compliance with respect to the University’s adherence to federal, state and other regulations pertaining to the conduction of research. The incumbent reviews a specific area of compliance, which may include financial compliance, contracts and grants, human subjects, animal models, biosafety compliance, or other area. The incumbent interprets federal and state regulations, and determines if research meets compliance standards. This position reports to either the Director of Research Integrity or the Director of Sponsored Programs depending on area of compliance specialization.

**Examples of Work Performed**
Coordinates protocol processing.

Screens all protocols submitted and determine level of review needed.

Reviews and approve all exempt-level protocols.

Records, tracks, and reviews protocols using database and filing system.

Coordinates continuing protocol reviews.

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

Coordinates activities of review board.

Advises, assists, and disseminates information to researchers and review board members regarding research compliance and research ethics.

Serves as primary contact for research subject questions and complaints. Assists in coordinating complaint investigations and reports.

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

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

Coordinates accreditation efforts.

Prepares and submits reports to management and Federal agencies.

May supervise support staff and undergraduate and graduate student assistants as assigned.
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. Coordinates institutional research compliance in a specific area, which may include, financial, contracts and grants, human subjects, animal models, biosafety compliance or other area.

2. Coordinates and presents compliance training.

3. Serves as primary contact for compliance issues and regulations.

**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.

AND

- **Experience:** One (1) 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 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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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at*
will” employer. This job description does not constitute an employment contract or negate “at will” employment.