**Research Compliance Administrator Standard Job Description**

**Classification Title:** Research Compliance Administrator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $99,363.48

**Job Description Summary:**

The Research Compliance Administrator, under direction, conducts site visits to evaluate and address compliance matters and works with investigators on protocol submissions and documentation. Provides training and coordinates standard office procedures (SOPs) with office processes.

**Essential Duties and Tasks:**

**50% Program Coordination and Administration**

* Conducts site visits to ensure compliance with approved activity plans and applicable regulations.
* Works with facility managers and investigators to maintain study and housing location compliance with regulatory standards.
* Coordinates with manager to develop policies and guidelines for institutional committee review and approval including developing or modifying SOPs and office processes.
* Tracks and facilitates coordination with other programs, offices, and processes.
* Maintains current SOPs and ensures processes are followed through periodic review with office procedures.
* Provides post review and inspection feedback to investigators and facility managers and ensures deficiencies are corrected.
* May serves as a back up to the Manager.

**30% Training and Development**

* Instructs and assists investigators with protocol submissions and compliance documentation using knowledge of institutional guidelines and Federal regulations.
* Mitigates issues throughout the application process.
* Prepares and delivers training presentations to investigators, other offices, and new staff.
* Works with the manager to administer the planning, development and integration of ongoing regulatory training programs.
* May supervise, train, and evaluate the work of other staff and/or student workers.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.
* Strong communication and organizational skills.

**Machines and Equipment:**

* Computer
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**