**Research Compliance Coordinator P12 Standard Job Description**

**Classification Title:** Research Compliance Coordinator P12

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $75,133.08

**Job Description Summary:**

The Research Compliance Coordinator P12, under general supervision, provides preliminary protocol review, and provides responses to questions and concerns from investigators, administrators, and others.

**Essential Duties and Tasks:**

**40% Protocol Compliance**

* Consults and advises faculty, staff, and students in the preparation of protocols based on knowledge of guidelines, and Federal regulations for subjects in research, teaching, and testing.
* Provides preliminary review of protocols for compliance including providing recommendations to supervisor and feedback to customers.
* Provides expertise in research and teaching for investigators and committee members in compliance guidance.
* Communicates with and provides timely responses related to compliance reviews, including issues of non-compliance.
* Responds to questions regarding the compliance program.

**20% Program Support**

* Works with supervisor in the development or modification of standard operating procedures (SOPs) and office processes. Reviews and updates SOPs.
* Provides committee meeting coordination including completion of minutes and ensuring inclusion of appropriate regulatory language and addressing committee stipulations.
* Monitors committee email inbox and coordinates with other offices and programs.
* Monitors document submissions, reports, and notices for quality control, and maintains records.

**20% Training and Development**

* Assists in the development of training materials and conducts regulatory training.

**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:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

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

* Working knowledge of Federal and University regulations pertaining to financial conflicts of interest, and/or experience in sponsored research administration or education.
* Ability to use tact, diplomacy and strong interpersonal skills.
* Ability to multitask and work cooperatively with others.
* Strong oral and written communication skills.
* Must be detail oriented.

**Machines and Equipment:**

* Computer
* Telephone
* Copier/Scanner

**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**