**Research Compliance Specialist II Standard Job Description**

**Classification Title:** Research Compliance Specialist II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Research Compliance Specialist II, under general supervision, assists with the administrative processes and activities of research compliance programs. Reviews incoming requests and determines types of reviews. Serves as secondary point of contact in answering investigator questions regarding regulatory or institutional requirements for research approval

**Essential Duties and Responsibilities:**

**40% Administrative Support**

* Assists with the administrative processes and activities of a research compliance program including planning and coordinating procedural activities in compliance with Federal, state, and institutional requirements.
* Monitors document submissions, reports, and notices for quality control and maintains records and databases.
* Provides other administrative support including drafting correspondence and creating reports.
* Provides support to institutional committee meetings including preparing materials and drafting minutes.
* Assists supervisor with preparing and submitting reports to outside agencies and University units.

**20% Compliance Review and Consultation**

* Reviews incoming documentation and determines the review process for incoming protocols based on regulatory knowledge of institutional guidelines and Federal regulations.
* Consults and advises faculty, staff, and students in the preparation of protocols and amendments.
* Tracks protocol expirations and manages reminder processes.
* Provides guidance to faculty and other program participants on implementation of policies and procedures.
* Responds to questions regarding the compliance program and electronic protocol submission system.

**10% Training and Development**

* Assists with research compliance training programs for faculty and staff.
* Assists Research Compliance Coordinator with developing and modifying standard office procedures.

**10% Quality Assurance**

* Performs quality assurance oversight of data entry related to document submissions and reports.
* Maintains electronic and paper files ensuring all are up-to-date and complete.
* Disseminates documents and materials for review and monitors deadlines.
Reviews and prepares correspondence and minutes based on committee decisions.

**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:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Copier

**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**