**Senior Research Compliance Administrator Standard Job Description**

**Classification Title:** Senior Research Compliance Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Minimum Pay:** $114,268.00

**Job Description Summary:**

The Senior Research Compliance Administrator, under general direction, serves as a subject matter expert with regards to research compliance. Responsible for leading site visits, administering the evaluation of compliance matters, serving as a liaison with investigators for protocol submissions and documentation, leading training and development efforts and coordinates guideline and policy development.

**Essential Duties and Responsibilities:**

**30% Program Development and Implementation**

* Develops and implements post approval monitoring programs and quality improvement programs related to human subjects research.
* Coordinates and plans institution-wide outreach programs aimed at enhancing understanding of human research by various stakeholders.
* Administers the maintenance of current SOPs and ensures processes are followed through periodic review.
* Conducts preliminary reviews of records and protocols to verify congruency.

**20% Compliance and Quality Assurance**

* Leads site visits to ensure compliance with approved activity plans and applicable regulations.
* Verifies that concerns or deficiencies noted during inspections are addressed in a timely manner.
* Helps develop corrective action plans and ensures deficiencies are corrected.
* Serves as a liaison with investigators for protocol and compliance document submissions and resolves issues during application processes.

**10% Training and Education**

* Coordinates, plans, develops, and implements regulatory training activities including seminars and electronic communications.
* Leads the preparation and delivery of trainings and presentations for investigators and staff.

**10% Accreditation and Reporting**

* Assists with preparation of accreditation materials and various compliance assessment activities.
* Creates reports on HRPP/IRB activities as needed.
* Maintains databases and prepares reports on training and compliance activities.

**10% IRB Involvement**

* Functions as a member of the IRB to carry out protocol reviews, including human subjects determinations and expedited reviews.
* Assists with other IRB processes as needed.

**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:**

* Six 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**

**No**

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

**Yes**

**No** 