**Senior Research Compliance Coordinator Standard Job Description**

**Classification Title:** Senior Research Compliance Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $86,403.12

**Job Description Summary:**

The Senior Research Compliance Coordinator, under general supervision, provides advanced protocol review and advises investigators, administrators, and others on complex compliance matters.

**Essential Duties and Tasks:**

**40% Protocol Review:**

* Consults and advises faculty, staff, and students in the preparation and execution of protocols based on thorough knowledge of guidelines, and Federal regulations for subjects in research, teaching, and testing.
* Provides advanced review of protocols for compliance including providing recommendations and feedback to supervisor and customers.
* Assists investigators and other staff with compliance documentation to ensure compliance and mitigate problems in the workflow.
* Works with supervisor in the development or modification of standard operating procedures (SOPs) and office processes.
* Performs advanced reviews and updates SOPs.
* Contributes to committee meetings by working collaboratively to solve complex problems and providing job related expertise.
* Manages coordination with other offices and programs.
* Provides expertise in research and teaching for investigators and committee members in compliance guidance.
* Serves as primary contact for timely responses related to compliance reviews, including issues of non-compliance.
* Responds to complex questions regarding the compliance program.

**25% Training and Development**

* May train other staff and/or student workers on duties and SOPs.

**15% Quality Control and Records Management**

* Provides second level support on monitored document submissions, reports, and notices for quality control, and maintains records.

**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:**

* Four 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.
* Effective interpersonal and organizational skills.

**Machines and Equipment:**

* Computers
* 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**