

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, RESEARCH COMPLIANCE

Reports To: Designated Supervisor

UW Job Code: 3268

UW Job Family: 32 – Administrative Support

SOC Code: 13-1041

FLSA: Exempt

Pay Grade: 22

Date: 5-2-11

JOB PURPOSE:

Coordinate a unified program of compliance for all research at the University. Coordinate federally-mandated compliance in research areas including human subjects' protection, humane care and use of animal subjects, export control, and conflict of interest in research-active faculty and staff at the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review for full compliance on all ongoing research with all governmental and institutional requirements applicable to research and implement best practices in the safe and ethical conduct of research.
- Oversee a unified compliance program by coordinating the compliance activities for human subject research, animal research, export control and conflict of interest.
- Review compliance programs to identify gaps in the University's compliance approach and areas in need of improvement.
- Maintain broad and current knowledge of research compliance issues and understanding of campus policies that impinge on them.

SUPPLEMENTAL FUNCTIONS:

- Collaborate with senior management to organize and provide a coordinated program of compliance education to the campus community.
- Assist in the development of new processes for evaluating, managing and monitoring conflict of interest.

COMPETENCIES:

- Attention to Detail
- Integrity
- Technical/Professional Knowledge

- Initiative
- Collaboration
- Decisiveness

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Use of human subjects (IRB) and animals (IACUC) in research.
- Liability issues related to program services and regulatory compliance.
- Organize, prioritize, and plan daily operations.
- Applicable federal, state, and local rules and regulations.
- Customer Service standards and procedures.
- Organizational structure, workflow, and operating procedures.
- University rules, procedures, budget management and planning.
- Committee development and administration.
- Project management principles, practices, techniques, and tools.
- Conflict resolution, mediation, and negotiation methods.
- Structure, policies, and procedures of university faculty and/or staff governing bodies.
- Organizational policy development.
- Relevant University and college policies and procedures.
- Laws, regulations, methods, and techniques in the area of specialty.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Training and educational programming development, provision, and assessment.
- Technical and legal writing.

Skills and Abilities to:

- Organizational and planning skills.
- Create, compose, and edit basic, routine and complex written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Formulate policy, develop and implement new strategies and procedures.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Analyze and solve conflicts and problems.

- Maintain confidentiality.
- Use a personal computer and associated software in use in the department or area.
- Interpret federal, state, university, and departmental policies and procedures.
- Conflict resolution.
- Organize resources and establish priorities.
- Effective decision-making.
- Manage projects to meet multiple and potentially conflicting timelines.
- Develop and/or present educational or training materials for small and large groups.
- Work as a team member and foster a cooperative work environment.
- Investigate, analyze information, draw conclusions and make recommendations.
- Interpret, train, and apply national code(s) of ethics.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.