

The University of Texas at San Antonio

Job Description

Job Title: Research Compliance Specialist
Code: 17004
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Research Integrity and Compliance
Reports To: Director, Ethical Conduct of Research

Summary

- Function: Plans, schedules, and coordinates detailed phases of administrative matters related to research compliance.

Duties

- Typical:
 1. Assists with conducting periodic audits related to specific research compliance areas to include department site visits, conducting and documenting interviews and preparing internal reports.
 2. Coordinates annual financial disclosure processes to include notification, collection of responses, analysis of data, and reporting.
 3. Manages specific Research Compliance area web pages by ensuring all links are properly functioning and providing updated information to IT staff in a timely manner.
 4. Assists with administering both computer-based and classroom training. Gathers and analyzes research on statutes, cases, codes, documents, and other compliance issues.
 5. Attends training and conferences and reviews publications/websites on relevant program information.
- Periodic:
 1. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of related administrative professional experience.	Auditing experience with a federal agency.

Equipment

Required	Preferred
Use of a personal computer and standard office equipment.	N/A
Knowledge of Microsoft Office Suite to include Word, Excel, PowerPoint, and Outlook.	

Working Conditions

Usual	Special
Standard office conditions.	

Supervision

Received	Given
Director, Ethical Conduct of Research	N/A

Accuracy

Extreme proficiency in all duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.