

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Research Compliance Coordinator  
Code: 17013  
Salary Grade: 62  
FLSA Status: Exempt  
Department/Division: Office of Research Integrity and Compliance  
Reports To: Executive Director, Research Integrity

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## *Summary*

- Function: Maintains appropriate IRB files and records, prepares internal and external reports, and delivers educational programs on human subject research protections.

## *Duties*

- Typical:
  1. Support ORI goals and objectives for providing oversight and support for the IRB and related activities to protect human research subjects.
  2. Conduct program evaluation and quality control activities.
  3. Achieve compliance with applicable laws, regulations, policies and procedures.
  4. Maintain documentation and electronic files consistent with regulatory and program requirements.
  5. Cultivate and maintain relationships with internal and external constituencies, agencies, and/or any relevant organizations.
  6. Effectively communicate regulations, policies, and associates requirements to IRB members, investigators, students, and the general UTSA community.
  7. Assist in refining business processes; identifying gaps, and proposing solutions based on program metrics; coordinate and perform audits and prepare reports to university administrators per program requirements; assure program corrections are performed in a timely manner.
- Periodic:
  1. Other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's Degree from an accredited institution. Certified IRB Professional certification.

***Other Requirements***

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

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience working in research compliance and/or in research with human participants.	Five years of experience working in an IRB office.

***Equipment***

<b>Required</b>	<b>Preferred</b>
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***

<b>Usual</b>	<b>Special</b>
Standard office conditions.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Executive Director	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.