

The University of Texas at San Antonio

Job Description

Job Title: Research Compliance Coordinator
Code: 17021
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Office of Research Integrity and Compliance
Reports To: Executive Director, Research Integrity

Summary

- Function: To provide professional skills necessary for the coordination and compliance of research and investigative efforts involving animal subjects
- Scope: Responsible for coordinating and maintaining all Institutional Review Board (IRB) research compliance committee functions. .

Duties

- Typical:
 1. Conduct reviews of new IRB submissions to ensure submittals meet federal and/or university criteria.
 2. Facilitate program evaluation and quality control activities.
 3. Ensures compliance with applicable laws, regulations, policies, and procedures; ensures committee members have current information relevant to programs.
 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. Coordinates, analyzes and evaluates program operational procedures; oversees and implements changes in a timely manner; provides reports
 8. Other duties as assigned
- Periodic:
 1. Compile and provide reports
 2. Provide direct assistance during agency site visits

Education

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

Other Requirements

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

Experience

Required	Preferred
Three years of experience working in research compliance and/or in research with human participants.	Five years of experience working in an IRB office. Experience working with an Institutional Animal Care and Utilization Committee (IACUC) or Institutional Biosafety Committee (IBC).

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
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.