



**DATE ISSUED:** 05/08

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Research Compliance

### **JOB SUMMARY**

Oversees the University's adherence to federal, state, and other regulations related to grants, contracts, and other sponsored programs. Coordinates activities related to financial compliance (policies and procedures regarding expenditures on grant accounts) and research compliance (Institutional Animal Care and Use Committee, Institutional Review Board, and Institutional Biosafety Committee). Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Research and Sponsored Programs

*Supervises:* May supervise clerical employees

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Develops policies and implements procedures related to compliance on grants, contracts, and other sponsored programs.

Attends workshops and conferences as necessary to stay current with state and federal regulations (some travel involved).

Analyzes and interprets highly technical, compliance-related information.

Ensures institutional compliance with all provisions set forth by awards, including applicable federal, state, or TWU requirements.

Provides oversight of institutional compliance with time and effort reporting requirements on all grants/contracts.

Develops and implements training that communicates current institutional, federal, and state regulations.

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Serves as interpreter of federal and state regulations, such as Code of Federal Regulations (CFR), Office of Management and Budget (OMB) circulars, and funding agencies, for administration, faculty, and staff.

Develops or assists with reports as requested.

Collaborates with other departments as necessary to assist with information requests, reporting requirements, and consultation on related issues.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree (master's degree preferred) in public or business administration or other applicable discipline.

### ***EXPERIENCE***

Three years experience in research, financial, legal, or compliance roles. Experience in a university or government setting and familiarity with research compliance issues preferred.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to communicate effectively orally, by phone, in person, and in writing.

Current knowledge of federal and other granting agency regulations and requirements.

Ability to learn accounting and other financial systems, including Phoenix, used by the university.

Ability to maintain high ethical standards and compliance with applicable laws, policies, and regulations.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to maintain confidentiality.

Ability to interact with multiple constituencies in a professional manner.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to use a personal computer and other office equipment.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***