Compliance Specialist
44193BR
Campus: Tempe
Compliance Specialist

Job Description

The Office of Knowledge Enterprise Development (OKED) is seeking a full-time Compliance Specialist with the Office of Research Integrity and Assurance. This is an entry level position with excellent growth potential. The position will provide primary customer assistance and support to the Institutional Biosafety Committee (IBC) which oversees research with biohazards. The Compliance Specialist will be responsible for processing new biosafety disclosures, determining the level of review, coordinating and managing the review process, and supporting the disclosure or disclosure oversight/reporting processes to ensure compliance with all applicable university, sponsor, ABOR, state and federal requirements, standards and regulations. In addition, the Compliance Specialist will support other functional compliance areas including, but not limited to: human subject protections, animal care and use, financial conflicts of interest, and responsible conduct in research.

Job Family
Research Operations

Full-Time/Part-Time
Full-Time

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$40,000 per year

Close Date
15-August-2018
Essential Duties

- Acts as a resource to provide assistance and guidance about IBC processes and biohazard use during development and post-submission of IBC protocols for review and approval
- Consults with staff, faculty and others to provide technical advice, problem-solving assistance, and answer questions about IBC processes and biohazards to ensure ongoing compliance with all applicable regulatory controls including, but not limited to: sponsor, ABOR, university, state and federal regulations
- Coordinates IBC meetings, prepare agenda and material to meet distribution deadlines; performs follow up as needed
- Records meeting activities; maintains files of expectations, discussions, agreements, and outcomes
- Responds to questions raised during IBC meetings on an as-needed basis; researches information as appropriate/needed as follow up
- Reviews materials with IBC Committee Chair and ORIA administration for accuracy/completeness
- Monitors and expedites review of existing and new protocols
- Assists with reviewing and implementation of forms, policies and standard operating procedures needed
- Investigates interprets and provides guidance to faculty and staff on regulations related to IBC
- Identifies the area of focus for education topics and provides outreach training/workshops/seminars for the University community on policies, procedures system enhancements for IBC
- Informs administrator of issues raised by regulatory committee or investigators
- Maintains all applicable IBC protocol records and files, provides solutions to problems presented and recommends changes to methods or procedures to management, utilizing knowledge of best practices and principles
- Develops and prepares routine area specific reports and contributes to department information gathering initiatives as they arise
- Performs other duties as assigned; actual job responsibilities may vary depending upon area assignment

Minimum Qualifications

Bachelor’s degree required and one year general office / administrative work experience. Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Demonstrated knowledge of biohazards and synthetic biology
• Experience providing administrative support to the Institutional Biosafety Committee and/or Institutional Animal Care and Use Committee.
• Experience in researching regulations related to research compliance.
• Experience in using problem-solving decision-making skills.
• Experience with computer applications and information dissemination technology
• Evidence of effective verbal and written communication skills
• Experience in working independently and collaboratively

**Working Environment**

• Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting.
• Use office equipment including a desktop computer.
• Lift up to 20 pounds.
• Communicate to perform essential duties.

**Department Statement**

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. [http://research.asu.edu/](http://research.asu.edu/)

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.