

Class Code:.....0585
Position #:(NUNC).....
Developed by:.....
Reviewed by:.....JT
Approved by:.....
Date:....7/90,1/94,12/00

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Compliance
DIVISION: Academic Affairs
REPORTS TO: Vice Provost, Graduate Studies Research and Outreach
GRADE: 16
SUPERVISES: Professional, technical, administrative & other support staff

BASIC FUNCTION:

Supervise university compliance activities and procedures in research, instruction, and service activities related to the regulations and requirements of any extra-mural funding agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the efforts of all compliance activities related to extra-mural funding, including the Institutional Review Board (IRB) to protect human subjects, and the Institutional Animal Care and Use Committee (IACUC) to protect animals, while serving as the primary lead person for implementing and monitoring campus scientific misconduct and conflict of interest policies.

Provide liaison for academic affairs with the Radiation Safety Committee and the Bio-Safety Committee, and serve as liaison to other URI departments regarding hazardous materials and radiation safety.

Maintain an effective working knowledge of all federal, state and local rules and regulations regarding institutional compliance, scientific misconduct, and conflict of interest policies.

Serve as the administrative contact point for faculty, staff, and administrative concerns about space, facilities, and equipment needs for research and development activities.

Assist the Vice Provost in formulating university policies and procedures to implement required compliance activities.

Manage and direct the efforts of professional and support staff in the division.

Represent the Office and Academic Affairs to all other University departments and divisions on all matters related to institutional compliance.

OTHER DUTIES AND RESPONSIBILITIES:

Provide overview of campus needs regarding research space, equipment and instrumentation, as well as research-related supplies.

Oversee the University's use of alcohol for research in accordance with regulations of the US Treasury Department.

Represent the Vice Provost on committees and other bodies and chair one of the compliance committees as assigned.

Assist, as needed, other staff in the Research Office in discharging their responsibilities.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree required, doctoral degree preferred. Must have scientific research-related experience in one of the areas of federal or state compliance: animal care and use, human subject protection, scientific misconduct, conflict of interest, hazardous materials or radiation safety. This position requires that the incumbent possess strong interpersonal skills, be able to communicate effectively orally and in writing, and demonstrate the ability to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to faculty, staff and students, as well as subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.