
Job Title	Director Research Compliance
PVN ID	HC-2003-003568
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Hunter Research Administration
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 22, 2020 (Or Until Filled)

General Description

The Director of Research Compliance leads and manages university compliance with federal regulations, state law, funding agency regulations, and related policies and regulations of the Hunter College and the City University of New York. The Director oversees, guides, educates, and assists administrative processes for faculty, staff, and students in areas of research compliance which currently include: human and animal subject protection, responsible conduct of research, conflicts of interest, biosafety compliance, export control, allegations of research misconduct, and other related compliance areas.

The Director's leadership role, which will involve 1-3 direct reports, comprises the establishment of strategies, priorities, policies, and procedures for the research compliance. The Director will oversee the Research Compliance team through strong leadership, mentoring, and providing professional development opportunities where possible.

This position is charged with maintaining standards that are essential for the conduct of legal and ethical research at Hunter College. In partnership with the Research Foundation, the Director works closely with faculty and students to ensure compliance in all aspects of their research and scholarly projects. The Director serves as primary campus representative on research compliance matters and is responsible for the administrative oversight of faculty research compliance committees and participates in City University of New York System-wide workgroups and initiatives as well as national professional organizations. The Director ensures campus equivalency/leadership with other CUNY campuses in maintaining system-wide standards for research integrity programs.

Other Duties

- Responsible for leading and facilitating university compliance with federal regulations, state law, and related policies and regulations of the Hunter College and CUNY, and internal relations regarding research.

- Recommends and implements policies and procedures for relevant compliance areas.
- Provides direct oversight, administration, management, and maintenance of the Hunter compliance program including, but not limited to human and animal subjects protection, responsible conduct of research, research conflict of interest (individual and institutional), biosafety, export control, allegations of research misconduct, and other areas.
- Provides leadership, direction and educational training on complex federal regulations, state law and university policies and procedures to the campus community, ensuring essential knowledge and functional compliance processes across the campus.
- Independently responsible for the administrative oversight of faculty research compliance committees.
- Provide assistance to management in preparation for accreditation, federal assurance and reporting, and in various compliance and quality assurance activities.

Qualifications

Required Qualifications

- Master's Degree/Doctorate Preferred

A minimum of five years of experience in managing one or more academic research administration and compliance functions. Extensive experience in one or more research compliance field(s).

- Experience in supervising direct reports who exhibit or have significant research compliance backgrounds.

Preferred Qualifications

- Advanced Degree in a related field and Professional Compliance-Oriented Certification
- A minimum of five-plus years of experience in managing academic research administration and compliance functions or a broad and extensive level of experience in compliance issues.
- Experience in supervising direct reports who work in a high pressure, deadline-driven environment.

Knowledge, Skills & Abilities

- Excellent customer service and public relation skills.
- Skilled in establishing relationships with relevant regulatory agencies.
- Ability to manage compliance review boards or committees.
- Ability to write reports, policies, guidelines and procedures with extensive use of software tools.
- Ability to establish rapport with people from diverse backgrounds.
- Excellent oral, written, and interpersonal communication skills, particularly within the academic environment.
- Sound judgment and decision-making, critical thinking, and creative problem-solving.
- Ability to interact effectively with a broad group of stakeholders both internal and external.
- Ability to work and meet deadlines in a fast-paced environment.
- Ability to travel for in-person meetings and conferences.

- Demonstrated effectiveness in coaching and facilitating academic research compliance initiatives.
- Strong supervisory and management skills.
- Ability to listen and synthesize information from different disciplines in order to serve the needs of multi-disciplinary research teams.