
Job Title	Associate Director of Research Compliance
PVN ID	LE-2203-004636
Category	Research
Location	LEHMAN COLLEGE
Department	Provost's Office
Status	Full Time
Annual Salary	\$85,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jul 27, 2022 (Or Until Filled)

General Description

The Office of the Provost at Lehman College is seeking an Associate Director for Research Compliance to coordinate and manage Research Compliance activities across the campus. This position is expected to lead efforts to continually strengthen administrative support for research. The Associate Director will conduct administrative and regulatory review and is responsible for oversight of the Human Research Protection Program (HRPP) and provides administrative and regulatory support to the Institutional Animal Care and Use Committee (IACUC), and the Institutional Biosafety Committee (IBC).

The position also locally reviews Conflict of Interests (COI), Export Controlled (EC) materials, and Research Agreements and liaises with the CUNY Office of Research as required. In addition, the Associate Director for Research Compliance will be responsible for working closely with faculty and students to raise awareness and ensure compliance in these functional areas of research compliance, providing education and training in regulatory compliance to all stakeholders, and conducting compliance monitoring. This position will report to the Director of Research Operations.

Other Duties

- Manage all aspects of Research Compliance to ensure standards that are essential for the conduct of legal and ethical research at Lehman College.
- Provide guidance to the Lehman College's research community with regards to applicable federal regulations, state laws, and Lehman College and CUNY policies.
- Manage HRPP operations and ensure timely and high-quality administrative IRB reviews and make exemption determinations for human subjects research projects.
- Serve as the Export Control Officer and Research Agreement Liaison.
- Provide support, as necessary, for other compliance areas including Conflicts of Interest, Responsible Conduct of Research (RCR) and the Institutional Biosafety Committee (IBC).
- Lead efforts to educate and train the Lehman College research community on research regulations,

compliance, and ethics.

- Serve as communications liaison between the CUNY Office of Research and Lehman College researchers on compliance issues.
- Liaison with the Lehman College Office of Sponsored Programs to identify proposals that may require additional compliance reviews.
- assist in analyzing and reviewing agreements that will be processed through the CUNY Research Foundation and the CUNY Office of Research

Qualifications

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- Bachelor's degree required
- Minimum of 6 years of professional experience in one or more areas in research compliance
- Demonstrated leadership skills as well as excellent critical thinking, organization, and time management skills
- Ability to communicate and work effectively with a broad range of researchers, Lehman College leadership, and all levels of the CUNY institution
- Certified IRB Professional (CIP) preferred.