

---

<b>Job Title</b>	Director of Research Compliance
<b>PVN ID</b>	QC-2201-004468
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Office of Research Compliance
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$100,000.00 - \$125,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 14, 2022 (Or Until Filled)

## General Description

---

The Office of the Provost at Queens College is seeking a Director for Research Compliance to lead its Office of Research Compliance (ORC). This position is expected to lead efforts to continually strengthen administrative support for research. Currently, ORC conducts 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 office also locally manages and liaisons with the CUNY Office of Research to review Conflict of Interests (COI), Export Controlled (EC) materials, and Research Agreements. The 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, in addition to overseeing the daily operation of ORC. ORC is also responsible for developing and implementing processes in support of these research compliance topics, providing education and training in regulatory compliance to all stakeholders, and conducting compliance monitoring. This position will report to the Dean of Research.

## Other Duties

---

1. Lead the Office of Research Compliance (ORC) to ensure standards that are essential for the conduct of legal and ethical research at Queens College.
2. Provide guidance to the Queens College's research community with regards to applicable federal regulations, state laws, and Queens College and CUNY policies.
3. Manage HRPP operations and ensure timely and high-quality administrative IRB reviews and make exemption determinations for human subjects research projects.
4. Serve as the Queens College Conflicts of Interest Officer, Export Control Officer, and Research Agreement Liaison.
5. Provide support, as necessary, for other compliance areas including Responsible Conduct of Research

(RCR) and the Institutional Biosafety Committee (IBC).

6. Lead efforts to educate and train the Queens College research community on research regulations, compliance, and ethics.
7. Serve as communications liaison between the CUNY Office of Research and Queens College researchers on compliance issues.
8. Liaison with the Queens College Office of Research and Sponsored Programs to identify proposals that may require additional review by ORC.

## Qualifications

---

1. Bachelor's degree required; Master's degree preferred;
2. Minimum of 7 years of professional experience in one or more areas in research compliance;
3. Demonstrated leadership skills as well as excellent critical thinking, organization and time management skills;
4. Ability to communicate and work effectively with a broad range of researchers, Queens College leadership, and all levels of the CUNY institution;
5. Certified IRB Professional (CIP) preferred.