



**DATE ISSUED:** 01/13  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Research Compliance

### **JOB SUMMARY**

Oversees the University's adherence to federal, state, and other regulations related to grants, contracts, and other sponsored programs. Collaborates with the Assistant Provost for the Promotion of Research & Sponsored Programs and the Director of Operations to design, implement and assure compliance with regulatory requirements including financial reporting (i.e., Institutional Animal Care and Use Committee, Institutional Review Board, Institutional Biosafety Committee, Financial Conflict of Interest, Responsible Conduct of Research, etc.). Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Provost for the Promotion of Research and Sponsored Programs

*Supervises:* May supervise clerical employees

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Develops policies and implements procedures related to compliance on grants, contracts, and other sponsored programs.
- Provides initial review of funding contracts and works with other TWU offices (including General Counsel) as required to process contracts.
- Analyzes and interprets highly technical, compliance-related information.
- Ensures institutional compliance with all provisions set forth by awards, including applicable federal, state, or TWU requirements.
- Provides oversight of institutional compliance with time and effort reporting and cost share requirements on all grants/contracts.
- Develops and implements training required by current institutional, federal, and state regulations.

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- Serves as interpreter of federal and state regulations, such as Code of Federal Regulations (CFR), Office of Management and Budget (OMB) circulars, and funding agency guidelines for administration, faculty, and staff.
- Develops or assists with reports as requested.
- Collaborates with other departments as necessary to assist with information requests, reporting requirements, and consultation on related issues.
- Attends workshops and conferences as necessary to stay current with state and federal regulations (some travel involved).

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required in public or business administration or other applicable discipline. Master's degree preferred.

### ***EXPERIENCE***

Three years experience in research, financial, legal, or compliance roles. Experience in a university or government setting and familiarity with research compliance issues preferred.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

- Ability to communicate effectively orally, by phone, in person, and in writing.
- Current knowledge of federal and other granting agency regulations and requirements.
- Ability to learn accounting and other financial systems, including Phoenix, used by the university.
- Ability to maintain high ethical standards and compliance with applicable laws, policies, and regulations.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to maintain confidentiality.

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- Ability to interact with multiple constituencies in a professional manner.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***