

# Senior Research Compliance & Training Specialist

## Position Details

### Position Information

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|------------------------------|--|
| Job Title                    | Senior Research Compliance & Training Specialist   |
| Position Number              | 002049   |
| Vacancy Open to              | All Candidates   |
| Time-Limited                 | No   |
| Department Homepage          | <a href="https://rede.ecu.edu">https://rede.ecu.edu</a>  |
| Advertising Department       | OFFICE OF RESEARCH INTEGRITY AND COMPLIANCE  |
| Division                     | Research Economic Development & Engagement   |
| Classification Title         | 10301 University Program Speci   |
| Competency Level             | 2 - Journey  |
| Working Title                | Sr Rsch Comp & Training Speci  |
| Number of Vacancies          | 1  |
| Full Time Equivalent (FTE)   | 1.0  |
| Full Time or Part Time       | Full Time  |
| Recruitment Range            | \$31,888-\$64,115  |
| Anticipated Hiring Range     | \$49,100 - \$51,985  |
| Salary Grade Equivalency     | GN11   |
| Work Schedule                | M-F  |
| Work Hours                   | 8-5  |
| Position Location (City)     | Greenville   |
| Job Category                 | Staff - Professional   |
| Organizational Unit Overview | The Office of Research Integrity and Compliance (ORIC) promotes ethical conduct in research, scholarship, and creative activities at ECU with jurisdiction over Conflicts of Interest (COI) reporting and management, Responsible Conduct of Research (RCR) training, research misconduct investigation and reporting, and Export Controls management.   |
| Job Duties                   | The Senior Research Compliance and Training Specialist will plan, develop, and implement University-wide, procedures and programs related to Conflicts of Interest and the Responsible Conduct of Research. This person will assist in the development of Conflict of Interest management plans and will be the direct point of contact for the Conflicts of Interest Committee. The Senior Research Compliance and Training Specialist will be responsible for first level review of conflict of interest and commitment disclosures for compliance with all applicable federal, state, and institutional policies and procedures. The incumbent will collect, analyze and categorize financial disclosure information for further review and evaluation. Responsibilities include using critical thinking and analytical skills, and sound judgement, to propose determinations and management strategies when reviewing potential conflicts of interest. This person will |

design and implement training programs related to COIs for all individuals who are required to participate in such trainings as defined by the institution, system, and federal regulations. Serving as the University's designee as RCR Coordinator for federal agencies (including but not limited to the National Science Foundation), this individual is responsible for creating programs that ensure the University's compliance with RCR training requirements. This will include coordinating with faculty, staff, and administration to implement RCR programs at all career stages as well as creating learning objects and programmatic assessment tools for said programs.

The responsibilities of the Senior Research Compliance and Training Specialist are both strategic, in developing best practices and training/instruction processes, and operational, in creating quality initiative, insuring consistency and accountability among institutional stakeholders, participants, and partners. Duties will include managing all COI Committee and RCR program logistics, creating RCR related SOPs, assisting in developing COI management strategies, implementing institution-wide outreach and education initiatives for both COI and RCR, meeting and event management, tracking faculty, staff, student, and administrator compliance with RCR and COI requirements, conducting program evaluations, developing and maintaining data collection tools, and analyzing data for areas of programmatic improvement and institutional compliance. The Senior Research Compliance and Training Specialist reports to the Director of the Office of Research Integrity and Compliance.

**Minimum Education/Experience**

Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**License or Certification required by statute or regulation**

None

**Preferred Experience, Skills, Training/Education**

- Advanced degree in science, instructional technology, education, or related fields.
- Experience in higher education.
- Experience in research compliance related areas (COI, IRB, IACUC, RCR, etc.).
- Experience developing, implementing, and analyzing data from learning outcomes or course objectives.
- Experience with training or course development in in-person, online, and hybrid settings.
- A strong ability to acquire, use, and manipulate data to guide programmatic changes.
- Ability to think innovatively and generate new ideas that can translate directly into results.
- Flexible, adaptable, customer-focused, and goal oriented with a commitment to high standards of excellence.
- Ability to communicate effectively through written and verbal presentations.
- Leadership ability and demonstrated success in environments with multiple stakeholders, competing priorities, challenging goals, and deadlines.

**License or Certification required by the Department**

None

**Special Instructions to Applicant**

- Please ensure your full range of knowledge, skills, abilities, experience and education are listed on your application. Do not write 'see resume' on your application when completing the job duties section.
- If you answer the questions at the end of the application, please ensure your application reflects the knowledge, skills, abilities and experiences to support your answers (see job duties section of previous employment).
- Failure to answer the questions at the end of the application will not preclude your application from being considered but may result in your application not receiving full consideration of your knowledge, skills, and abilities.
- Applicants must be currently authorized to work in the United States on a full-time basis.

**Job Open Date**

11/30/2021

**Job Close Date - Positions will be posted until 11:59 p.m. EST on this date; If no closing date is indicated, the position will be posted until filled**

02/10/2022

the position will be posted until filled

and may close at any time after the recruitment has been completed.

**Open Until Filled**

No

**Quick Link for Direct Access to Posting**

<https://ecu.peopleadmin.com/postings/47041>

**Alternate option**

If no applicants apply who meet the required competency level and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

**AA/EOE**

East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

**Eligibility for Employment**

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or [ADA-Coordinator@ecu.edu](mailto:ADA-Coordinator@ecu.edu).

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. If highest degree earned is from an institution outside of the U.S. and its territories, final candidates are required to have their degree validated as equivalent to the degree conferred by a regionally accredited college or university in the U.S.

**Office of Human Resources Contact Information**

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to [employment@ecu.edu](mailto:employment@ecu.edu). Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Please indicate where you learned about this job vacancy.
  - LinkedIn
  - Chronicle of Higher Education
  - CareerBuilder
  - Greenville Daily Reflector
  - Raleigh News & Observer
  - InsightIntoDiversity.com
  - HigherEdJobs.com
  - InsideHigherEd.com
  - Monster.com
  - Indeed
  - ECU Website
  - Other

## Documents Needed To Apply

Required Documents

None

Optional Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References