



Assistant Director, Research Administration Compliance

Job Description

JOB INFORMATION

Job Code:	133512
Job Title:	Assistant Director, Research Administration Compliance
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	5 Manager

JOB SUMMARY

Assists with the implementation and maintenance of a comprehensive research compliance program that includes training, policies, monitoring and audit, data analytics, reporting and enforcement. Reporting to the Director, Research Administration Compliance

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Master's degree	Business Administration	

Additional Education

Check here if experience may substitute for some of the above education.

☒ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Negotiations and drafting of contracts.
X		Knowledge of applicable federal, state and local laws, regulations and policies.
X		Strong interpersonal skills to deal effectively and tactfully with people at all levels of management.
X		Demonstrated ability to communicate effectively, both verbally and in writing.
X		Strong background in data analysis and data analysis tools.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Compliance, Financial Analysis, Data Analytics.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the design, implementation, and maintenance of a comprehensive research compliance program that includes training, contributing to policy development, monitoring and auditing, reporting, and enforcement. Ensures program fully addresses all elements of an effective compliance program that serves to promote compliance by faculty, students, and staff to the University Code of Conduct, Standards and Policies.				
Maintains operational oversight of the identification, disclosure and management of conflicts of interest across multiple areas, including USC Faculty, staff, Office of Research, Department of Contracts and Grants, Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and USC Stevens. Oversees annual disclosures for applicable researchers and implements required training. Directs the design of on-line disclosure tools to ensure timely disclosure, appropriate routing and reviews, and interfaces with related research administration systems.				
Designs and performs data analytics based on identified fiscal research compliance risks. Oversees the design and reporting of data to tailor compliance monitoring that most effectively addresses compliance risk. Organizes data to enable effective reporting outward to schools, departments and units, and upward to senior management, including Associate Senior Vice President, Compliance; Associate Senior Vice President, Audit Services, and the Board of Trustees. Conducts trend analyses to assist in risk identification and effective compliance oversight.				
Supports the ongoing refinement of use of data analytics tools based on identified compliance risk.				
Conducts reviews and investigations of potential compliance violations in consultation and coordination with the Office of General Counsel and the Office of Research.				
Participates and provides leadership in associations and committees both internal and external to the university.				
Maintains currency with, understands and assists in ensuring departmental compliance with all University policies and procedures and applicable state, federal and local laws, regulations, policies and trends impacting research compliance.				
Collaborates in a proactive manner with other units in the University Office of Compliance, Office of General Counsel, Audit Services, Contracts and Grants, Risk Management and others regarding compliance risks, controls, and new developments in research related to compliance with laws and regulations. Provides subject matter expertise and recommends appropriate response/procedures related to the laws, regulations, and issues.				
Assists with coordination of responses to and resolutions of external investigations and audits of the USC research enterprise by federal research sponsors.				
Develops, promotes, and maintains effective mechanisms by which individuals may report alleged violations of applicable laws, regulations, rules, policies and procedures, etc.				
Coordinates research administration compliance program matters with Senior Business Officer, as well as with Office of Compliance, Audit Services, Office of Contracts and Grants, Financial Analysis, Sponsored Projects Accounting, Administrative Information Services, etc., as appropriate.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.