



**USC** University of  
Southern California

## Research Compliance Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	133513
<i>Job Title:</i>	Research Compliance Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Supports the design, implementation, and maintenance of university compliance programs, and the establishment of protocol and procedures for training, policies, and monitoring. Supports investigatory efforts in response to allegations of non-compliance with university policy and/or applicable regulations. Serves as a point of contact for internal and external inquiries and develops, implements, and maintains compliance training.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

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

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	in Compliance or Research Administration within an academic environment.

#### Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated ability to conduct comprehensive, detailed analyses of complex regulations, and to use good judgment in assessing situations and employing effective problem-solving techniques.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated ability to design, develop, and deliver training.
X		Demonstrable ability to interpret policies, analyses, and trends.
X		Demonstrable knowledge of applicable laws, policies, and principles.
X		Ability to negotiate and network.
X		Demonstrated ability to plan and execute project management.
X		Demonstrable research capabilities.
X		Ability to speak publicly and deliver presentations.
	X	Working knowledge of compliance and research administration.
	X	Ability to analyze and evaluate.
	X	Excellent written and oral skills to ensure the effective exchange of ideas with a wide audience.
	X	Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups.
	X	Demonstrated ability to track, manage and handle significant volumes of matters involving different issues with keen attention to detail.
	X	Proven guidance skills, with the ability to manage and prioritize different tasks and projects.
	X	Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues.

## Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.
- 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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supports the design, implementation, and maintenance of research compliance programs and establishes protocol and procedures for training, policies, and monitoring compliance. Supports the development of short and long-term strategies for compliance initiatives. Staffs university's standing committees as needed.				
Develops monitoring plans and undertakes monitoring activity to ensure compliance with university measures implemented to comply with USC policy and applicable regulations. Creates, coordinates, and maintains records in accordance with federal regulations. Maintains currency with state, federal and administrative laws, regulations, trends, and university policies. Assists with data analytics, monitoring and remediation plans.				
Supports the conduct of reviews and investigations of potential compliance violations in consultation and coordination with the Office of General Counsel, the Office of Professionalism and Ethics, and the Office of Research.				
Serves as a point of contact for internal and external inquiries regarding research compliance. Coordinates compliance efforts with other university departments and provides guidance as needed. Serves as subject matter expert and recommends appropriate procedures and responses related to the laws, regulations, and issues as required.				
Supports the design, implementation, and maintenance of relevant research-compliance training. Disseminates critical information and develops educational resources for the university community to raise awareness of research compliance obligations. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## 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		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

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.