BAYLOR UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

Position Title: Research Compliance Administrator  
FTE: 1.0

Position Report Group: Office of the Vice Provost for Research

FUNCTIONS/DUTIES

- Ensure provision of excellent customer service to faculty, local research administrators, and sponsors in the ongoing administration of sponsored research by serving as an expert resource to the Baylor research community.
- Support all relevant activities in the Research Compliance Office, including protocol reviews and submissions, conflict of interest (COI) disclosures, material transfer agreements (MTA), non-disclosure agreements (NDA), research-related HIPAA reviews, research biosafety, scientific misconduct, Responsible Conduct of Research, and reporting to external oversight agencies.
- Ensure all research compliance is in accordance with federal and state regulations and guidelines, including Office for Human Research Protections, NIH, USDA, OLAW, Food and Drug Administration, sponsor-specific, and institutional policies. Ensure compliance with relevant regulations and funding terms and conditions through thorough management and monitoring of all research-compliance related functions.
- Maintain auditable records for sponsored awards, including protocols, disclosures, agreements, and sponsor and internal correspondences.
- Participate in trainings and professional development opportunities, as determined by the AVP for Research, Research Compliance.

COMPETENCIES

- Priority and Time Management
- Sharing Knowledge
- Analytical Thinking

JOB REQUIREMENTS

Education: Bachelor’s Degree (Required), Master’s Degree (Preferred)

Years: 3 years of relevant experience (Required)

Licenses/Certifications: CIP, CPIA, or CHR (Preferred)

FLSA Status: Exempt – Does not qualify for overtime

ORGANIZATIONAL DATA

This position reports to (title of immediate supervisor): Assistant Vice Provost for Research, Research Compliance

This position directly supervises: 0 (FTE)