Job Title: Compliance Specialist

BCAT Code: 09MX25  Effective Date: April 1, 2007
Pay Grade: G12   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Ensures the University compliance with laws, regulations and rules related to research and other sponsored activities.

Examples of Duties
- Serves as department liaison with various boards and committees.
- Maintains/manages records of research protocols.
- Coordinates inspections, the discontinuation of sponsored projects and meetings by notifying the appropriate offices of reports, dates and other related data.
- Consults with the Legal Affairs Office to implement University policies concerning compliance matters related to research and sponsored activities.
- Prepares multiple reports, surveys, minutes and memos using software packages, such as word processing, spreadsheets, calendar makers, etc.
- Ensures that the compliance certifications with federal, state and local regulations are updated.

Knowledge, Skills and Abilities
- Knowledge of federal, state and local compliance regulations as related to the administration of sponsored projects.
- Knowledge of legal compliance related matters.
- Knowledge of the University and/or academic environment.
- Effective planning, organizational and time management skills.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Public Administration, Business Administration, or legal field and three years experience in policy administration; or a combination of training and related experience.