Job Title: Compliance Officer

BCAT Code: 09MX24  Effective Date: April 1, 2007
Pay Grade: G15  FLSA: Exempt  Revision Date: July 1, 2013

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

Examples of Duties
• Maintains the administrative operation for the efficient processing of research protocols.
• Coordinates research compliance meeting activities.
• Maintains the research subject database.
• Prepares compliance reports and the analysis of pending and active research.
• Serves as research compliance liaison for Georgia State University (GSU) and external/internal entities.
• Coordinates active research compliance activities.
• Advises researchers on research compliance guidelines.
• Performs other compliance related duties as assigned.

Knowledge, Skills, and Abilities
• Knowledge of Institutional Review Board (IRB) policies and procedures.
• Knowledge of computer software, such as spreadsheets, presentations, word processing and databases.
• Knowledge of the handling of human subjects and knowledge of scientific concepts/terminology.
• Effective time management, customer service, and organizational skills.
• Effective oral and verbal communication skills with external and internal customers.
• Ability to multi-task and pay attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.