

Posted: August 22, 2023



POSITION ANNOUNCEMENT

TITLE: RESEARCH COMPLIANCE OFFICER

DEPT: COMPLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$65,000-\$70,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: August 30, 2023*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under general supervision, this position specifically supports the mission by developing, implementing, and managing research compliance programs at New Mexico Tech including, export control compliance program, ethical conduct of research, human subjects research, animal subjects research, and conflicts of interest. The position provides training and guidance concerning the various assigned programs to faculty and staff. The position is also responsible for drafting and maintaining consistent and accurate information, such as policies, procedures, training materials, and on-line resources for the programs managed that foster a culture of compliance across NMT.

JOB FUNCTIONS:

Develops, implements and manages the University's export control program, including policies, procedures, and risk mitigation plans. Provide consultation and guidance to faculty and staff on all export control matters. Collaborate with various units across campus to drive comprehensive export control compliance. Determine availability of export license exemptions and exceptions for export-controlled items and information supplied by vendors, contractors, collaborators and other third parties in the course of NMT research. Prepare license application for government agencies as needed for export transactions. Serve as NMT's institutional liaison with the Departments of State, Commerce, Treasury and other federal agencies on export control matters.

40%

Provides daily oversight for research integrity programs at NMT including program management, recommendations regarding NMT policies and procedures related to research integrity and staff supervision. May serve as Associate Research Integrity Officer.

20%

Oversees, provides, and coordinates technical and administrative review of human research application materials prior to submission to the Institutional Review Board (IRB), providing support and guidance to investigators on content. Plans, organizes, and conducts audits of IRB-approved research to ensure compliance with all relevant laws, regulations, policies and guidelines, to protect human subjects, researchers, and NMT, and to discourage scientific misconduct in human subject research. May assist the IRB in planning and implementing training programs for faculty, staff, and administration in the conduct of biomedical research.

10%

Oversees, provides and coordinates technical and administrative review of animal research application materials prior to submission to the IACUC, providing support and guidance to investigators on content. Plans, organizes and conducts audits of IACUC-approved research to ensure compliance with all relevant laws, regulations, policies and guidelines, to protect research animals, researchers, and NMT. Develops and implements training programs, and provides advice and support in the development of NMT animal care policies and initiatives.

10%

Provides support to the Institutional Review Board, Institutional Animal Care and Use Committee, and Conflicts of Interest Committee. 5%

Researches and assists with the development of programs designed to enhance the image of the institution; develops and assists with re-designing processes that better support NMT constituents, strategic goals, and objectives. 5%

Participates in development of programs and training activities related to specific compliance topics; presents training sessions to faculty, staff, and students as requested. 5%

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree, 1 year of experience related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Involves others when necessary, presenting both the problem and potential solutions. Possesses good writing skills, and maintains regular and consistent communication on progress and obstacles to projects and/or tasks. Nuanced understanding of a research university environment. Ability to work effectively with diverse populations. Ability to read and interpret federal regulations, and good writing skills. Initiative and positive, can-do mindset - Engaging with PI's and staff with a motivational style to ensure compliance with US regulations and university policies while clearly supporting research initiatives. Valid NM Driver's License, Ability to obtain Defensive Driving Certificate. U.S. Citizen or lawful U.S. permanent resident due to possibility of accessing ITAR/EAR-controlled items.

DESIRED QUALIFICATIONS:

Master's Degree. Prior experience creating and implementing compliance strategies and technology control programs. Extensive experience in academic research, research administration and compliance; sponsored research and compliance experience in higher education. Experience in implementation/oversight of an export control program in a major university or corporate environment; experience doing classification and jurisdiction determinations for technology, products, materials, equipment and software. Experience in filing formal export license applications with federal agencies. Familiarity with the Automated Commercial Environment (ACE)/Automated Export System (AES) and Visual Compliance or similar export control software.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 25%	Sitting 60%	Walking 15%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu