



Associate Vice President, Research Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	199041
<i>Job Title:</i>	Associate Vice President, Research Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Responsible for overseeing the development, implementation, and monitoring of all research compliance policies and procedures. Acts as subject matter expert on issues related to award administration activities, conflicts of interest, environmental health and safety, animal care and use programs, human subject-related research, and more. Ensures that all research activities comply with federal, state, and university regulations, and that researchers have the resources and support needed to carry out their work with integrity and safety.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
X		Master's degree	in related field(s)
	X	Doctorate	
	X	Doctorate	in related field(s)

Additional Education

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

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		8 years	in research administration, with an emphasis in compliance with government regulations and federal funding obligations.

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive experience with complex contracts.
X		Ability to quickly establish credibility partnering effectively to define and deliver strategies, processes, data and programs supporting organizational goals.
X		Excellent oral and written communication skills, able to tailor delivery to varied audiences.
X		Experience developing and making presentations to senior leaders and organizational boards.
X		Excellent critical thinking and organizational skills, and an exemplary attention to detail.
X		Ability to develop analytics from multiple data streams, interpret trends, and advance persuasive recommendations.
X		Excellent problem-solving skills, with strategic focus on change management, process mapping, task management, and deployment of scalable solutions.
X		Proficiency with Microsoft Office, Workday and other relevant systems/software.
	X	Extensive experience in leadership/management roles in research compliance and/or sponsored research at large, complex organizations.
	X	Extensive experience leading or managing teams with evolving cultures.
	X	Proven reputation for discretion, integrity, sound judgment, and responsiveness.
	X	Experience promoting diversity and inclusion.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for establishing, maintaining and implementing governance structures for research compliance. Leads strategic planning and role clarification for new/existing research efforts, monitoring for compliance in numerous areas (e.g., controlled substances, institutional review boards, foreign gift reporting). Drives the development of advanced data analytics to bolster effective decision-making.				
Leverages expertise in broad yet relevant areas (e.g., export controls, data security, fiscal compliance) to translate visions and strategies into clear priorities. Develops, coordinates, and participates in multifaceted educational and training for both researchers and administrators focused on compliance, ensuring that all appropriate staff are knowledgeable about pertinent policies and standards.				
Responsible for developing and managing multimillion-dollar budgets, providing estimates for new/emerging risks. Acts as primary liaison for external stakeholders (e.g., National Science Foundation, Department of Defense). Sets strategic priorities and discussions for steering committees. Partners with leadership and varied stakeholders (e.g., general counsel, risk management) to support university objectives.				
Stays current with new/emerging technology and policy developments, leveraging the latest industry knowledge to drive timely responses to regulatory changes and continuous improvements to best practices. Ensures senior leadership and relevant stakeholders are informed in a timely manner of pertinent regulatory changes that may affect operations. Prepares and delivers presentations to as necessary.				
Organizes and leads complex monitoring functions and compliance oversight groups, and leads or assists investigations of any alleged non-compliance. Provides training for investigators across crucial compliance areas. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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 employee's department's emergency response		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 or neglect must report the suspected incident.

Other Requirements

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