



ANNOUNCEMENT OF POSITION VACANCY **Grant & Compliance Specialist**

SUMMARY: The Grant & Compliance Specialist reports to the Director of Sponsored Programs. This position's primary role is to serve as the compliance administrator for university research related activities, including, but not limited to, the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). In addition, this position provides support for pre- and post-award grant activities at Colorado Mesa University by performing the duties outlined herein.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Compliance Administration

- Serve as the administrative coordinator for the IRB and IACUC.
- Arrange the research approval activities related to the IRB and IACUC, including but not limited to, providing initial review of protocols; requesting additional information if needed prior to committee review; preparing and distributing materials for meetings; formulating meeting agendas; recording meeting minutes; communicating and corresponding with committee members and project investigators; and preparing committee correspondence.
- Develop and ensure implementation of policies, forms, and procedures related to research compliance including but not limited to the IRB and IACUC.
- Keep up to date with changes related to federal or state regulations related to the management of the IRB, IACUC, and other research compliance topics such as conflict of interest, responsible conduct of research, and time & effort reporting.

Grants Administration

- Participate or lead special projects as assigned. Activities may include, but are not limited to, serving on proposal teams, collecting information, monitoring awarded projects, preparing and/or submitting project reports to funding agencies, and serving as a liaison between the university and funding agency.
- Provide pre-award assistance to faculty including funding source identification, proposal development, preparation and review, project budget development, proposal submission (electronic and/or mail), data entry and follow-up of grant and contract applications and program/project proposals.
- Provide post-award assistance to faculty including guidance related to allowable costs, processing expenditures, report and deliverable due dates, and ensuring overall compliance with award terms and conditions.
- Assist in implementing internal procedures to support operations and infrastructure for sponsored programs.

Central Job

- Participate in professional development activities in order to stay knowledgeable and current on regulations related to research compliance and grant activities. Professional development may take a variety of forms including webinars, conference calls, attendance at professional meetings, memberships in professional organizations such as NCURA, SRA, and/or PRIM&R, and/or subscriptions and journals.
- Serve on university committees.
- Evening and weekend work may be required occasionally.
- Overnight travel may be required occasionally.

REQUIRED EDUCATION & EXPERIENCE:

- A bachelor's degree from an accredited college/university.
- A minimum of three years of relevant professional experience, including at least two years' experience in research compliance, human subject/IRB administration, or research administration.
- Ability to comprehend and interpret government and funding agency rules, regulations, policies, laws, and guidelines.
- Ability to prioritize, problem solve, and work under pressure in a deadline-oriented environment.
- Must be proficient with Microsoft Word and Excel, and Adobe Acrobat.
- Must be able to communicate effectively and clearly both verbally and in writing, and deal with people at all levels diplomatically and professionally.
- Excellent proof-reading skills.

DESIRED QUALIFICATIONS/EXPERIENCE:

- Certification as an IRB Professional or Certified Research Administrator preferred.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by December 11, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Grand & Compliance Specialist Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.