

Research Compliance Manager

Position Announcement

The National Strategic Research Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Research Compliance Manager.

The Research Compliance Manager is responsible for the formation and implementation of policies & procedures encompassing regulatory compliance including, but not limited to, export control, Institutional Review Boards (IRB), Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), procurement, chemical and radiation safety, conflict of interest, and ethics.

National Strategic Research Institute Profile:

The University of Nebraska is one of 14 Department of Defense-sponsored University Affiliated Research Centers (UARCs). In fall 2012, the University of Nebraska and the United States Strategic Command (USSTRATCOM) entered into a long term strategic partnership to provide mission-essential research and development capabilities in five distinct core competencies:

- Chemical & Biological Weapons
- Consequence Management
- Passive Defense against WMDs
- Nuclear Detection and Space

University researchers, faculty and students across all four campuses are exceptionally qualified to leverage their expertise, skills and unique facilities to deliver state-of-the-art solutions to solve the nation's toughest problems. Together, we will deliver new research and development opportunities critical to national security and further the reputation of the University of Nebraska as one of the nation's leading research institutions.

Applicants should note the location of the Institute administration is in Omaha, NE.

Job Responsibilities:

- Research, develop and implement policies & procedures encompassing regulatory compliance including export controls, biological, chemical, and radiation safety, the welfare and safety of animal and human subjects, and research integrity.
- Ensure the observance and compliance to all federal and state regulations and university policies including, but not limited to, export control, Institutional Review Boards (IRB), Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), procurement, chemical and radiation safety, conflict of interest, and ethics.
- Review and assess campus training for university administrators, faculty, staff, and students regarding compliance with FAR clauses, federal export control regulations, and development and implementation of technology control plans, databases and procedures to comply with federal and institutional regulations.
- Foster a culture of regulatory compliance through training, education, strategic risk assessments, audits, and other monitoring processes.
- Work closely with senior Institute staff to ensure adherence to the scope and direction of the program and assist with other duties as needed.

Minimum Requirements:

- Bachelor's degree plus five years of experience or Master's degree plus two years of

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- experience in research compliance at a research university.
- Experience developing and implementing processes/procedures with strong analytical skills.
- Excellent interpersonal, project management, decision-making and team skills are essential. In addition to the ability to speak and write clearly and with precision to communicate and collaborate with government sponsors, subcontractors, and across campuses of University of Nebraska.
- Technical capacity to include word processing, database and spreadsheet software, multiple information systems and strong search skills.

Preferred Education & Experience:

- Juris Doctorate degree preferred.
- Familiarity with OMB Circular A-21
- Understanding of federal and Department of Defense acquisition regulations (FAR and DFARS) preferred.
- Experience performing assessments and inspections in highly technical environment desirable as well as reading, drafting and negotiating formal and/or federal reports.

Successful candidates will exhibit the following personality traits:

The ability to be a self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary. Confidence to research key themes, comprehend applicability, and develop policies and procedures that goes beyond the initial tasking is important. Discretion and a respect for confidentiality are essential.

How to Apply:

Application review begins immediately and continues until position is filled.

Applications processed through the on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references.

Direct questions to: humanresources@nebraska.edu or questions about the on-line application process can be handled at: (402) 472-2111.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.