POSITION ANNOUNCEMENT

TITLE: DIRECTOR OF RESEARCH COMPLIANCE & SAFETY  DEPT: R&ED
REG ☐ TEMP ☐ FULL TIME ☑ PART TIME ☐
STARTING RATE or SALARY RANGE: $75,000 - $90,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* 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 DUTIES:
Directs and oversees the administration of New Mexico Tech’s integrated research compliance and safety service and programs; including human research protections, conflict of interest, export control, industrial security, research ethics and integrity, hazardous materials, radiation safety, and industrial and workplace safety.
Manages the provision of consultative service provided to core office staff in the coordination, facilitation, and negotiation of contracts, grants, and agreements on behalf of the institution. Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Advises senior management on the implications of proposed and existing regulations, policies, and practices governing research compliance and safety in institutions of high education. Establishes and implements short- and long- range goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness and effects changes required for improvement. Directs the design and delivery of education/training in various formats on topics related to research and various areas of research compliance. May serve as or assist the designated empowered official, delegated institutional official for the Institutional Review Board, research integrity officer and radiation safety officer. Develops and manages budgets and performs periodic cost and productivity analysis. Oversees special projects involving university officials, government agencies, and industry. May require gathering of data, investigation of operational practices, and the implementation of process improvement strategies. Represents the university in activities involving funding agencies, regulatory bodies, and other external entities. Keeps abreast of issues and developments in current/ emerging issues in research administration, compliance and safety by reading journals, attending professional conferences, and maintains effective communication with colleagues nationwide. May serve on various boards, committees, and operating groups, both internally and externally. May oversee and lead multiple services, programs, initiatives, and/or operating groups as required by management. Performs miscellaneous job- related duties assigned.

REQUIRED QUALIFICATIONS:
Bachelor’s degree at least 5 years of experience directly 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. Ability to perform complex tasks and to prioritize multiple projects. Ability to foster a cooperative work environment. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate. Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, community leadership, and funding regulatory agencies. Strong critical thinking skills and the ability to analyze summarize, and effectively present data. Advanced verbal and written communication skills and the ability to present effectively to small and large groups. Knowledge of organizational structure, workflow, and operating procedures. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments. Employee development and performance management skills. Advanced knowledge of compliance/safety policies, practices, functions, and operations. Ability to resolve complex problems and issue in a timely and collaborative manner. Ability to apply judgement and make decisions affecting functions or procedures. Knowledge of goals, objectives, structure and operations of a major public university. Ability to obtain a valid NM Driver’s License required. Ability to obtain Defensive Driving Certificate required. Ability to obtain and maintain a Top-Secret DOD Security Clearance required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 164, Socorro, NM 87801-4796