

Compliance Analyst Kean University

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Posted Sep. 10, 2024, set to expire Mar. 27, 2025

Job Title	Compliance Analyst
Department	Office of Research and Sponsored Programs
Institution	Kean University Union, New Jersey
Date Posted	Sep. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Legal Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Compliance-Analyst--Office-of-Research-and-Sponsored-Programs_R3055-1

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Job Description

Office of Research and Sponsored Programs (ORSP)

Compliance Analyst

Reporting to the Director of Research Compliance, the Compliance Analyst (Professional Services Specialist 2) supports the operational needs of the compliance function within the Office of Research and Sponsored Programs (ORSP), including Institutional Review Board (IRB) and Institutional Biosafety Committee (IBC) correspondence, coordinating receipt of, and establishing protocol for filing of proposals, scheduling meetings, and following up on requests from principal investigators and research administrators. The Compliance Analyst provides professional support via customer service

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to students, faculty, and departments interacting with the ORSP and the IRB/IBC Committees; and does related work as required. Knowledge of and compliance with the IRB/IBC/institutional regulatory requirements is required.

This position requires a flexible schedule including evening and weekend hours. Some travel may also be required.

Qualifications: Master's degree from an accredited college and minimum of three (3) years of professional experience with research compliance, sponsored research administration or comparable regulatory experience is required. Experience working in higher education is preferred. Candidate must be familiar with the regulatory agencies involved in human subjects' research and pertinent laws and regulations and must have knowledge of related ethical considerations. Excellent oral and written communication skills are essential.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact