

The University of West Florida Office of Research Administration and Engagement, located in Pensacola Florida, is hiring a full-time Research Integrity Coordinator (127420). This position is primarily responsible for administration/coordination of the University's compliance with Florida legislation related to foreign interference in research activities. The Research Integrity Coordinator will coordinate with University personnel to ensure that the University meets all requirements of HB7017 (i.e., sections 286.101, 288.860, 1010.35, 1010.36 of Florida Statutes). Particular attention is required to execute enhanced background screening of applicants for research positions, adhere to gifts, and international travel as it relates to HB7017 as described above. This position serves as the primary export control review officer for the university. The incumbent will be responsible for coordinating, developing, and offering educational material and programming to university faculty and staff. This position will have a dotted line reporting to Human Resources.

Minimum Qualifications: Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Position Qualifications: Must have knowledge of federal and state laws, statutes, and regulations that impact the essential duties of this position. This includes, but is not limited to: employment, research, sponsored research, export control, visual compliance, foreign influence, gifts, and international travel. Must obtain and retain current knowledge of university regulations, policies, and procedures. Must have the ability to interpret laws, statutes, regulations, policies, and procedures and be able to communicate this information to applicants, university staff, and others. Must have knowledge of Florida public records laws and Florida Sunshine Law. Must be able to impartially conduct background screenings. Must have strong computer, analytical, critical thinking, and oral and written communication skills. Must have the ability to maintain a high-level of confidentiality of sensitive/confidential issues. Must be able to work independently and with a team. Must have attention to detail and a professional manner while providing excellent customer service both internally and externally. Must have the ability to multi-task and adjust priorities as needed.

Preferred Qualifications: Master's degree and two years of Human Resources, Research Compliance, or related experience in a college or university setting; or a Bachelor's Degree with five years of experience in Human Resources, Research Compliance, or related field in a college or university setting. Experience in processing personnel transactions utilizing an Oracle based platform/Enterprise Resource (ERP) System, preferably SCT Banner; and/or conducting background screens using a third party vendor, utilizing databases/software to research publications, etc. Knowledge of various state and federal laws relating to Human Resources personnel processing such as: Florida Statutes, DOL, FLSA, FERPA, FCRA, USCIS employment eligibility regulations, and Florida public records laws. Knowledge of various state and federal laws relating to Foreign Influence, Research/Sponsored Research, Reporting Outside Activities, Receiving Gifts, International Travel, etc. Strong computer skills in MS Office (i.e., Word, Excel, PowerPoint) Google (email, shared drives/sheets/docs, etc.), Internet Browsers, Adobe Acrobat/Live Cycle. Familiarity with research compliance and export control issues and controls (e.g., Visual Compliance). Excellent communication skills, both verbal and written, and an ability to maintain confidentiality. Ability to prioritize projects and work quickly with a high level of accuracy and meet established deadlines. Ability to maintain a professional attitude and provide exemplary customer service. Ability to present workshops/training sessions.

Salary Range: \$50,000-\$60,000

Preferred Response Date: August 15, 2023; however, applications will be accepted until the position is filled.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter and contact information for three references. *References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). E-Verify is required for employment. All applications for employment at the University are subject to Florida public records law.