



EMPLOYMENT OPPORTUNITIES

siue.edu/human-resources



Administrative & Professional Staff Position FY23-028

December 13, 2022

Position Title

Senior Compliance Specialist (14581)

Hiring Unit

Graduate Studies and Research

Job Description/Responsibilities

Do you want to help faculty successfully implement their research, instructional, and public service activities while ensuring the protection of human subjects and the welfare of animals? Then you may be ready to help us fulfill our mission to provide opportunities for individuals to pursue impactful scholarly activities and to facilitate excellence in research and creative activities across SIUE!

The Office of Research and Projects is seeking an organized and detail-oriented individual to fill a full-time Senior Compliance Specialist. To thrive in this role, you must provide exceptional service to faculty and students while ensuring compliance with applicable laws, regulations, and policies. You need to bring initiative, an eye for detail, organizational skills, oral and written communication skills, the ability to manage and supervise, a willingness to work hard, persistence, patience, and a sense of humor. If needed, we will teach you the rest, including how to use our electronic research administration systems. After one year, you'll know you are successful if you can independently explain processes to faculty and students so that they understand what needs to be done and why, interpret new and new-to-SIUE regulatory requirements and how to implement them, and resolve non-compliance.

Minimum Qualifications

-Bachelor's degree (or higher) in compliance, research administration, public policy, science, engineering, psychology, philosophy, health, law or related fields.

-At least three (3) years of experience working with compliance regulations, working with compliance committees, as an auditor, in law, in ethics, on funded research projects, and/or in related fields.

Demonstrated experience, knowledge, and/or ability:

-Knowledge of state and/or federal compliance requirements.

-In ethical decision making skills.

-Technical skills/ use of common software programs.

-To show initiative and professional drive as well as assess risk.

-Attention to detail.

-Excellent communication skills in terms of one-on-one explanations, report writing and public speaking.

About SIUE

Southern Illinois University Edwardsville provides a high-quality education that powerfully transforms the lives of all individuals who seek something greater. A premier Metropolitan university, SIUE is creating social and economic mobility for individuals while also powering the workforce of the future. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live. Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottomland and only a short drive from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 13,000.

Learn more at siue.edu.

SIUE is an Equal Opportunity Employer committed to an inclusive and diverse workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email EmploymentHR@siue.edu.



Preferred Qualifications

- Supervisory experience;
- Experience complying with and interpreting state and/or federal regulations;
- Graduate or other advanced degree;
- Higher education experience;
- Ability to or prior experience with committee oversight (particularly IRB and IACUC);
- Experience providing outreach services either online and face-to-face or both;
- Experience with electronic research administration system (such as Quali Research).

FSLA Status

Exempt

Salary

\$58,053 - \$65,136 Annually, commensurate on experience and qualifications. Excellent benefits package.

Application Process

This position closes to applicants at 11:59 p.m. CST on the posting end date. Candidates must upload and attach the following documentation to their application package in SIUE's HireTouch system:

- Cover Letter
- Resume
- Unofficial academic transcripts, including those for SIUE. All candidates must provide transcripts for educational qualification verification and/or course work assessment
- List of at least three professional references with current contact information

When uploading your required documents, please ensure you attach them to the correct position using the drop-down box to label. Failure to follow this step may keep Hiring Managers from reviewing your materials. Please be sure to complete updated 2022 forms that are attached to the job located under your Applicant Profile box (refresh browser if needed). Incomplete application packages will result in a delay of review and/or non-review. Applicants will be subject to a background check and/or drug screening prior to an offer of employment. NOTE: Some positions may be represented by a union and may incur union dues.

Application Deadline

January 23, 2023

Southern Illinois University Edwardsville nurtures an open, respectful, and welcoming climate that facilitates learning and work. SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future. Integral to this commitment, Southern Illinois University Edwardsville strives for a student body and a workforce that is both diverse and inclusive. We strongly encourage candidates from historically underrepresented groups, including women, members of racially minoritized groups, and individuals with disabilities, to apply.



SIUE offers an exceptional array of benefits to all full-time and part-time employees (50% or more receive benefits accrued at percentage of appointment). Benefits for employees can include:

- *Medical, dental and vision insurance;
- *Life insurance;
- *University tuition waivers;
- *SURS retirement plan;
- *Supplemental retirement savings plans;
- *Paid vacation and sick leave accrual;
- *Generous holiday schedule;
- *WorkLife programs;
- *Employee Assistance Program (mental health and wellness);
- *Employee discounts (local and national retailers).

For more about our benefits and employee services, visit: siue.edu/human-resources/benefits. Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas.

Learn about safety and security at the University and view Clery reports and logs at siue.edu/police/clearly-act-forms. For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

