



Job Specification

Job Title: Compliance Specialist
BCAT Code: 445X AC
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Ensures University compliance with laws, regulations and rules as related to research and other sponsored activities.

Examples of Duties

- Serves as liaison for department to various boards and committees.
- Maintains/manages records of research protocol.
- Coordinates inspections, discontinuation of sponsored projects and meetings by notifying appropriate offices of reports, dates and other related data.
- Confers with Legal Affairs Office for the purpose of facilitating University policies on compliance issues, resulting from research and sponsored activities.
- Prepares a variety of reports, surveys, minutes and memos by utilizing a combination of different software packages (i.e. word processing, spreadsheets, calendar makers, etc.).
- Ensures certifications of compliance to federal, state and local regulations are updated.

Knowledge, Skills and Abilities

- Knowledge of federal, state and local compliance regulations as related to sponsored projects administration.
- Knowledge of legal issues as related to compliance.
- Knowledge of University and/or academic environment.
- Effective planning, organizational and time management skills.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards

Bachelor's degree Public Administration, Business Administration, or legal field and three years experience in policy administration; or a combination of training and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.