General Description

Reporting to the President, the Chief Compliance Officer is responsible for compliance operations, including but not limited to the review of grants, contracts and cooperative agreements, providing administrative support to all externally funded research projects awarded to the university, the development of training programs, and for assuring campus compliance with applicable government and university policies pertaining to research administration. Compliance oversight includes but is not limited to requirements related to financial administration, procurement, property management, personnel administration, financial and performance reporting, records management and access, records retention, research integrity, protection of human subjects, animal care and all aspects of federal, state and local laws, regulations and related university policies.

Examples of Duties

* developing and updating written policies and procedures related to research administrative policies and practices; developing disciplinary guidelines appropriate for use in response to departures from requirements; monitoring developments in the field of research administration to identify subjects warranting university policy, procedure or response;

* disseminating policies and procedures and conducting effective training and education of faculty and staff concerning compliance responsibilities;

* developing, with other senior officials, and overseeing the implementation of a comprehensive compliance program;

* conducting liaison with responsible university administrative and academic offices including legal counsel as necessary;

* reporting on a regular basis to responsible university officials on compliance matters and staffing the university compliance committee;

* developing, and encouraging effective communications mechanisms among university offices with interest in or responsibility for research compliance;

* conducting internal monitoring of sponsored projects to assess research compliance, fashioning appropriate corrective actions and assuring adequate and timely follow-up;

* creating and managing internal mechanisms to permit independent reporting of compliance deficiencies; responding promptly and effectively to investigate and assure that appropriate corrective action is taken

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.

Clark Atlanta University Department of Human Resources
* assisting internal and external auditors in conduct of compliance reviews undertaken in connection with financial and performance audits

**Minimum Hiring Standards**

A demonstrated understanding of the concepts of corporate governance in an academic setting and the pre-award and post-award processes affecting federal grants, cooperative agreements, and contracts is essential. Exposure to and knowledge of federal regulations such as Office of Management and Budget Circulars A-110, A-21, and A-133 is also essential. Exposure to and knowledge of government wide regulations on the protection of human subjects, care of animals, and research integrity will be given considerable weight.

The qualified candidate should have a combination of education, experience, policy exposure, and demonstrated knowledge and understanding necessary to handle this multifaceted position. Minimum qualifications include a baccalaureate degree in a relevant academic discipline and at least four years of administrative experience in a higher education or nonprofit organization environment where federally funded awards are administered. A Masters degree may be substituted for two years of work experience. Strong written and verbal communications skills and research abilities are required.

**Hiring Salary**

The salary is competitive and will be commensurate with the qualifications and experience of the successful candidate.

**Application Procedure**

Individuals seeking consideration for this position should submit their application package no later than June 30, 2006. Screening of applications will begin immediately and will continue until the position is filled. The application package should include a letter of introduction addressing how the applicant meets the qualifications and experiences specific to this position, a detailed resume, and at least three professional references, and should be mailed to:

**Compliance Officer Selection Committee**
Office of Human Resources
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA  30314

or via email to:  jobs@cau.edu

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