**Regulatory Compliance Specialist**

**NIH STROKENET NATIONAL COORDINATING CENTER**

**Department of Neurology and Rehabilitation Medicine**

**University of Cincinnati, College of Medicine**

*Virtual Work Possible*

Founded in 1819, the University of Cincinnati embarks upon its third century – building on the past and defining the future by leading urban, public universities into a new era of innovation and impact through its strategic direction, Next Lives Here. Underscoring the power of creativity, ingenuity, invention, and inclusion, what’s Next will accelerate our unrivaled momentum, evidenced by eight straight years of record enrollment and rankings that include placement among America’s top 100 public universities by *U.S. News & World Report*. Home to a diverse student body of nearly 47,000 and more than 4,200 distinguished faculty, the university combines its Research 1 (Very High Research Activity) Carnegie Classification with a physical setting that The New York Times recently acclaimed as “the most ambitious campus design program in the country.

**Essential Function:**

Under general supervision from a designated administrator:

1. Serve as the sponsor representative for Network trials to interact with performance sites, the trial Project Manager, National Data Management Center (NDMC) and cIRB staff to facilitate review of documents for protocol compliance for cIRB submission and other protocol related regulatory issues.
2. Use independent judgment to, interpret, analyze and perform the sponsor’s review in collaboration with the NCC Project Manager, the NDMC staff, the StrokeNet CIRB, and the trial investigator sponsor.
3. Assist in the resolution of non-routine protocol related issues in coordination with the project manager, trial and site investigators, the NDMC, the CIRB, and sites’ research staff.
4. Perform related duties based on departmental need.
5. Responsible for attending or participating in various NCC and NINDS meetings, webinars and teleconferences.

**Characteristic Duties:**

* Must have strong verbal and written communication, customer service, and computer and data entry skills.
* Familiar with standard concepts, practices, and procedures dealing with federal assistance awards.
* Prioritize work, work independently, and manage a variety of projects simultaneously.
* Must have good time-management skills and be organized and detail-oriented.
* Recognize the need for change; respond with flexibility to changing program demands; propose solutions; and assist with implementation.
* Demonstrate dependability, reliability, and excellent attendance record.
* Exhibit patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
* Work with the NCC leadership to accomplish the necessary NCC tasks, in addition to short- and long-term goals.

**Minimum Qualifications:**

* Bachelor's degree with three (3) years’ experience; -OR- Associate's degree with five (5) years’ experience; -OR-seven (7) years’ experience. Experience must be in a compliance, basic science or clinical research environment. Appropriate certification(s) required. Experience may also include one (1) year supervision.