

Program Assistant – Compliance Coordinator

Eastern Illinois University is seeking candidates for a Program Assistant – Compliance Coordinator in Research and Sponsored Programs. This position will be responsible for coordinating all activities mandated by laws that protect animals and human subjects in research and teaching settings. Responsibilities will include maintaining up to date knowledge of regulations pertaining to animal and human research subjects; developing and maintaining a record keeping system; recording minutes of committee meetings and ensuring that instructors/researchers are notified of decisions made during meetings; and filing reports as required by government agencies.

Qualified candidates must have a Bachelor's Degree. One year experience coordinating work with Institutional Animal Care and Use Committee and/or Institutional Review Board is preferred. Experience with Access database is recommended for this position.

The Civil Service Examination for this classification is a credentials assessment. No participation other than submission of applicant materials is required from qualified applicants. Upon successful selection of a candidate, all scores will be voided from this Program Assistant – Compliance Coordinator register.

To apply, please submit application, resume, transcripts, and the names and contact information for three (3) business references online at <https://www.eiu.edu/~humanres/application/login.php>. Applications should be received by September 25, 2020, to ensure consideration for this position. If you have any questions concerning the application process, please contact Donna Noffke at 217-581-3911 or dmnoffke@eiu.edu.

Department of Human Resources – Employment
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

This and other employment vacancies at EIU are located at:
<https://www.eiu.edu/humanres/employment/CSpositions.php>
AA/EEOE

Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer – minority/female/ disability/veteran – committed to achieving a diverse community.