



Research Compliance Apprenticeship

- ✓ *Are you organized and detail oriented?*
- ✓ *Do you like to ensure rules are followed?*

If yes, then an apprenticeship with Research Compliance may be the right fit for you. Research Compliance Services (RCS) manages several areas of compliance to include human subjects research, conflicts of interest in research, responsible conduct of research, export controls, research data and security, and research misconduct.

Responsibilities

The primary focus of this position is assisting the Research Compliance Services team with day-to-day administrative tasks such as online training verification and updating records in online research systems, drafting of meeting minutes, assistance with verifying international travel, and preparation of training or meeting materials. Other duties may be assigned.

Qualifications

Competitive applicants will have completed sophomore-level courses or higher and will be available to work in-person 15 to 20 hours per week throughout the academic year during standard office hours (8am-5pm Monday through Friday). Summer hours may be available. A two-year commitment is required.

Applicants must have:

- **Research Skills:** A strong foundation in research methods and the ability to understand and navigate academic literature and regulations.
- **Attention to Detail:** Research compliance involves meticulous attention to detail to ensure that protocols, documentation, and processes adhere to regulatory standards.
- **Communication Skills:** The ability to communicate effectively, both verbally and in writing, is crucial. This includes drafting clear and concise reports, emails, and documentation.
- **Analytical Skills:** The capacity to analyze information, identify compliance issues, and propose solutions or improvements.
- **Organization and Time Management:** Research compliance often involves handling multiple tasks and deadlines. Being organized and managing time efficiently is essential.

The Research Compliance apprentice must be comfortable receiving and implementing feedback.

Benefits

This is an excellent opportunity for students to embark on a career path in areas like regulatory affairs, compliance, or policy analysis. Students will receive training that provides them with highly marketable skills, including:

- Becoming familiar with research regulations, ethical guidelines, and compliance standards. This knowledge is transferable and applicable in various sectors beyond academia.
- Insight into the research process, from protocol development to project completion. This comprehensive understanding can be advantageous in various career paths, especially in research-related fields.
- Experience dealing with research compliance involves making ethical decisions. This experience helps students develop strong ethical judgment and decision-making skills, which are valuable in any professional setting.
- Preparation for graduate studies for students considering further education, particularly in fields related to law, ethics, or research, experience in research compliance can provide a strong foundation and enhance their candidacy for graduate programs.

NREAP Apprentices will earn \$19.00 per hour in their first year with the possibility of a performance-based raise for the second year.