

Job Level	Quality Associate II	Professional Level I
Oversight Received	<ul style="list-style-type: none"> <li>* Review and audit documentation for compliance to good documentation practices and to the technical requirements of directive documents (SOPs, protocols, directive documents, etc.)</li> <li>* Decision-making is mostly limited and well defined, and this position works under the direction of senior Quality Assurance (QA) staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Close supervision</li> <li>• Frequent monitoring of work</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Reviews testing, quality control, development study and other reports/data-forms for accuracy, completeness and compliance to requirements to ensure that quality assurance standards and regulatory requirements are met.</li> <li>* Reviews quality assurance standards, studies existing policies and procedures, and interacts with personnel and clients to evaluate effectiveness of quality assurance program and assists in writing quality assurance policies and procedures.</li> <li>* Participates in internal and external audits and assists departments with the coordination of audit information, and recommends appropriate improvement/mitigations.</li> <li>* Responsible for maintenance, version control, issue and recall of all master documents.</li> <li>* Coordinate compliance by BioMARC staff with regulatory agencies and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Recurring problems with defined solutions</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Keeps the Director informed of the status of the quality system and unusual occurrences.</li> <li>* May oversee personnel engaged in quality assurance support activities.</li> <li>* May oversee personnel engaged in document control support activities.</li> <li>* Serve as EHS/Biosafety liaison between BioMARC and main campus organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication typically with those familiar with occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Responsible for basic QA activities to support the ongoing quality system and cGMP campaign activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquiring knowledge of University policies and systems</li> <li>• Impact limited to immediate work team</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's Degree or Master's Degree</li> <li>* +3 years of professional experience</li> </ul>	<ul style="list-style-type: none"> <li>• May require a Bachelor's degree</li> </ul>