
Auburn University Job Description

Job Title: **Dir, Institutional Compliance**

Job Family: No Family

Job Code: **EA23**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Directs, oversees, coordinates, and assesses the university's compliance activities in accordance with all federal, state, and local laws and regulations.

Essential Functions

1. Oversees and implements necessary procedures needed in order to assess the university's risk in all compliance areas.
2. Reviews compliance areas to determine whether sufficient training is in place for all pertinent individuals.
3. Assesses and determines whether required documentation is being maintained effectively and efficiently and identifies and recommends corrective actions in areas needed for the university to comply with federal sentencing guidelines.
4. Develops and maintains a database/web application to store university relevant laws and regulations and allow campus compliance units to submit compliance risks via the web.
5. Regularly monitor relevant regulations that pertain to the university.
6. Through research and consultation with distributed compliance officers, develops appropriate compliance methodologies for regulations as well as monitoring strategies.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Public Administration, or related field
Experience (yrs.)	7	Experience in interpreting laws and regulations, preferably pertaining to Higher Education, regulatory compliance, healthcare management, research management, auditing, legal, or related field.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of higher education compliance issues and internal controls and compliance methodologies,

Certification or Licensure Requirements

Certified Internal Auditor (CIA), Certified Information Systems (CISA), or Certified Compliance and Ethics Professional (CEEP)

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/14/2015
