
Auburn University Job Description

Job Title:	Mgr, Academic Compliance	Job Family:	No Family
Job Code:	KC09	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Reporting to the Director of Academic Quality and Improvement, the Academic Compliance Manager maintains the responsibility for Auburn University's academic compliance activities to ensure the University meets all federal and state authorization regulations and changes. Ensures compliance with professional licensure disclosure regulations, compliance with state authorization requirements, and creating and implementing a strategic plan for academic compliance at Auburn University. Creates improved processes for campus stakeholders to engage with academic compliance expectations and proactively communicate expectations.

Essential Functions

1. Manages and improves academic processes to ensure compliance with federal regulations including the regulations for professional licensure disclosure. The professional licensure disclosures process will include creating an auditing process to ensure timely updates for changes in the program status and state licensing board requirements.
2. Manages and improves processes to ensure compliance with state authorization regulations including National Council for State Authorization Reciprocity Agreements (NC-SARA) requirements. Monitors early renewal application and approval forms for programs, tracks enrollment from students enrolled exclusively in distance education delivered both in and outside the home state of the institution, and tracks the number of Out-of-State Learning Placements (OOSLP) related to clinical rotations, internships, practicums, and/or student teaching.
3. Creates, implements, and maintains a strategic plan for monitoring academic compliance with federal and state authorization regulations.
4. Builds and maintains relationships with academic partners to ensure compliance expectations. Creates training materials and web resources for academic partners.
5. Manages faculty qualification database and audit cases to ensure compliance.
6. Builds and maintains a relationship with the Division of Institutional Compliance & Privacy. Serves on the Institutional Compliance Committee. Represents the Provost's Office on all compliance related issues.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Master's Degree	Degree in Business, Public Administration, or related field.
Experience (yrs.)	2	Experience in regulation compliance.

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 policies and procedures, and strategic planning principles and best practices. Extensive understanding of internal controls, compliance methodologies.
Knowledge in National Council for State Authorization Reciprocity Agreements (NC-SARA) regulations.

Certification or Licensure Requirements

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

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, handling objects with hands, .

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

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

Date: 6/15/2020
