AUBURN
Human Resources

Exec Dir, Institutional Compliance & Security

Job Description

JOB INFORMATION

Job Code	AA89
Job Description Title	Exec Dir, Institutional Compliance & Security
Pay Grade	LC16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	1/29/2026 12:22:10 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

The Executive Director serves as a strategic partner to the Vice President for Institutional Compliance & Security (VPICS), providing high-level leadership and analytical support across Institutional Compliance & Privacy, Equal Opportunity Compliance, Campus Safety & Security, Internal Audit, Threat Assessment, Emergency Management, and Public Information. The role advises on strategic decisions, leads major cross-functional projects, strengthens operational efficiency, and ensures effective coordination between the VPICS office and University leadership.

RESPONSIBILITIES

- Directs and advises the VPICS on strategic and operational decisions, oversees high-impact projects, leads cross-functional teams, strengthens communication across University units, and identifies opportunities to streamline and improve organizational processes.
- Provides direct leadership and supervision to the Director of Threat Assessment, the Director of Intelligence & Compliance, and additional VPICS staff as assigned.
- Leads and conducts complex internal investigations involving allegations of compliance or ethical misconduct. Provides investigative expertise and support to partner offices including Equal Opportunity Compliance, Campus Safety & Security, Internal Audit, Human Resources, Research Integrity, Research Security, and Athletics.
- Represents the VPICS on cross-functional committees and working groups related to threat assessment, research security, foreign influence, and institutional leadership initiatives. Serves as the primary point-of-contact for state and federal security and law-enforcement agencies.
- Executes legal holds and manages e-discovery requests on behalf of the Office of General Counsel, ensuring accuracy, timeliness, and compliance with legal standards.
- Develops, updates, and maintains University policies related to compliance, security, and investigative practices. Designs and delivers training on investigations, compliance, and security topics for the University community.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline required. A degree in Business, Law, Public Administration, or related field is desired.	and	8 years of	providing strategic leadership in compliance, security, and investigative functions while guiding institutional policy, training, and operational improvements across a large university environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education compliance issues and internal controls and compliance methodologies.	
Knowledge and ability to interpret laws and regulations in a regulatory compliance, healthcare management, research management, auditing, or legal environment.	
Knowledge of HIPPA, Conflict of Interest, etc.	
Understanding of best practices for e-discovery and digital forensics practices; website and web app best practices for secure and accessible coding practices.	
Comprehensive knowledge of data integrity/privacy practices and applicable risk and compliance management frameworks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	U.S. Government Clearance required.	within 1 Year	Required	And
Certified Compliance & Ethics Professional (CCEP)		Upon Hire	Required	Or
Certified Information Systems Auditor (CISA)		Upon Hire	Required	Or
	Related Compliance or Security Certification	Upon Hire	Required	Or

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.