AUBURN
Human Resources

Dir, Clery Compliance

Job Description

JOB INFORMATION

Job Code	EE43
Job Description Title	Dir, Clery Compliance
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	10/20/2025 11:57:34 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Clery Compliance Director leads campus-wide efforts to ensure the University's adherence to the Clery Act and related safety regulations. Oversees policy development, regulatory reporting, stakeholder coordination, and training programs. Serving as a key advisor and liaison, the Director fosters collaboration with internal departments and external agencies, supervises compliance staff, and supports emergency response and threat assessment efforts to promote a safe and transparent campus environment.

RESPONSIBILITIES

- Clery Act Compliance & Policy Leadership: Leads the strategic development, implementation, and oversight of policies, procedures, and programs, ensuring full compliance with the Clery Act. Facilitates cross-campus collaboration with departments and unit managers to define shared compliance responsibilities and optimize the effectiveness of safety-related initiatives.
- Stakeholder Engagement & Interagency Coordination: Cultivates and sustains strong, trust-based relationships with internal and external stakeholders, including students, faculty, staff, parents, local community members, and partner agencies. Serves as the primary liaison to external public safety entities, such as Police, Fire & Rescue, and contracted security, ensuring accurate crime reporting, classification, and seamless communication. Acts as the central point of contact for campus partners seeking law enforcement records related to Clery geography and university-affiliated incidents.
- Strategic Advising & Departmental Liaison: Represents the Assistant Vice President for Campus Security & Compliance in interdepartmental communications, committees, and task forces, ensuring alignment and coordination on campus safety priorities. Provides expert counsel on strategic planning, policy development, and compliance initiatives across all University properties and sponsored activities.
- Team Leadership & Operational Oversight: Provides strategic leadership and oversight of Clery Compliance Specialists, support staff, and student workers by assigning tasks, reviewing performance, and offering guidance on policy interpretation and professional development. Oversees the organization and maintenance of administrative records to ensure documentation meets regulatory standards for campus safety and crime classification.
- Regulatory Reporting & Public Disclosure: Ensures timely and accurate submission of annual crime and fire statistics to the U.S. Department of Education. Maintains rigorous documentation to support compliance with public disclosure requirements and contributes to the development of campus-wide communications regarding emergencies, safety incidents, and violence prevention. Designs and delivers training programs to meet Clery Act regulatory mandates and promote campus-wide awareness.
- Threat Analysis & Investigative Support: Provides analytical support and case coordination for Campus Safety & Security staff and law enforcement partners in response to crime reports, policy violations, and safety

RESPONSIBILITIES

	concerns. Assists with threat assessment case management and conducts university record reviews to support investigations and risk mitigation efforts.
•	Emergency Response & Crisis Communication: Participates in after-hours emergency response efforts, supporting police and campus safety operations during critical incidents. Assists in drafting and disseminating timely warnings (Campus Safety Notices) and contributes to Behavioral Threat Assessment and Management Team responses.
•	Drug Free Schools and Community Act: Coordinates the prevention programs and resources for students and employees. Manages policy distribution to students and employees. Coordinates institutional reporting by conducting a biennial review of their Drug and Alcohol Abuse Prevention Program (DAAPP) to assess its effectiveness and ensure sanctions are enforced consistently, documenting the results of the review, and identifying areas for improvement in the Drug and Alcohol Prevention Program. Coordinates task force meetings. Coordinates and regularly reviews website content.

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

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. Political Science, Criminal Justice, Engineering, Emergency Management, Health and Safety, Security, Forensic Psychology, or Related Field is desired.	and	8 years of	experience in Law Enforcement, Fire, Emergency Medical Services, Emergency Planning, Town/City Management, Federal/State Compliance, Clery Compliance, Project Management, Behavioral Threat Assessment and Management, Crime and Threat Research, Analysis, and Intelligence Gathering	Or
Master's Degree	No specific discipline required. Political Science, Criminal Justice, Engineering, Emergency Management, Health and Safety, Security, Forensic Psychology, or Related Field is desired.	and	5 years of	experience in Law Enforcement, Fire, Emergency Medical Services, Emergency Planning, Town/City Management, Federal/State Compliance, Clery Compliance, Project Management, Behavioral Threat Assessment and Management, Crime and Threat Research, Analysis, and Intelligence Gathering	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive understanding of the Clery Act, Title IX, and federal campus safety regulations.	
Expertise in crime data classification, regulatory reporting, and disclosure requirements.	
Familiarity with law enforcement operations, emergency response, and threat assessment protocols.	
Knowledge of higher education governance, compliance structures, and institutional risk management.	
Strategic policy development and program implementation for campus safety and compliance.	
Effective leadership and supervision of multidisciplinary teams.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced communication and stakeholder engagement across diverse constituencies.	
Analytical skills for threat analysis, case support, and compliance audits.	
Ability to interpret and apply complex regulations to institutional practices.	
Ability to lead cross-functional collaboration and drive organizational alignment.	
Ability to manage sensitive information with discretion and professionalism.	
Ability to respond decisively to emergencies and support campus-wide safety operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Completion of Clery Act Compliance Training Academy		Required	
Other	Clery Compliance Officer		Desired	

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				10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
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.

Additional Special Requirements:
This position responds to a wide range of incidents, including reported crimes and threats. The ebb and flow of activities on campus and the academic calendar contribute to this variability. Urgent matters frequently demand immediate attention, even beyond regular work hours. This position provides support to individuals during traumatic incidents, which can be emotionally challenging.