AUBURN
Human Resources

Coord, Institutional Compliance

Job Description

JOB INFORMATION

Job Code	EE52
Job Description Title	Coord, Institutional Compliance
Pay Grade	LC06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	9/22/2026 12:11:14 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Institutional Compliance Coordinator supports the University's institutional compliance program by assisting with compliance activities across various functional areas. This position helps monitor and assess compliance efforts, conducts research on regulatory and compliance-related topics, and contributes to the effective administration of the University's compliance program.

RESPONSIBILITIES

- Supports the monitoring, assessment, and continuous improvement of the University's institutional compliance program, including coordination of Institutional Compliance Committee activities.
- Assists with compliance administration, communications, documentation, and monitoring across multiple compliance functions, including conflict of interest disclosures, youth protection, software vendor reviews, and compliance outreach initiatives.
- Supports compliance risk assessment and mitigation efforts and assists with the development, review, and maintenance of university-wide policies and procedures.
- Assists in the development and delivery of compliance training programs and monitors compliance-related training and documentation requirements.
- Helps identify and implement best practices that promote an effective compliance program and support adherence to applicable regulatory standards.
- Maintains knowledge of applicable laws, regulations, and University policies impacting institutional compliance.
- Conducts research on compliance-related topics, regulatory developments, and implementation strategies within higher education.

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	No supervisory responsibilities.

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	Business, Political Science, Public Administration, Communication, Health Administration, English, Law, or related field	and	3 years of	experience in higher education, regulatory compliance, business operations, administrative assistance, risk management, auditing, legal, or other relevant field.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of institutional compliance frameworks and best practices, including principles outlined in the Federal Sentencing Guidelines.	
Knowledge of general compliance principles, monitoring processes, and organizational policies and procedures.	
Skill in researching and analyzing compliance-related issues, regulations, and emerging risks.	
Skill in developing training materials, maintaining documentation, and coordinating compliance program activities.	
Ability to interpret and apply laws, regulations, policies, and procedures.	
Ability to communicate clearly and effectively with students, staff, campus partners, and other stakeholders.	
Ability to understand and navigate computers, software, and databases.	
Ability to maintain confidentiality and exercise sound judgment when handling sensitive compliance matters.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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				25 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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.