AUBURN
Human Resources

Mgr, Academic Compliance

Job Description

JOB INFORMATION

Job Code	KC09
Job Description Title	Mgr, Academic Compliance
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/15/2020

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

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.

RESPONSIBILITIES

- 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.
- 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.
- Creates, implements, and maintains a strategic plan for monitoring academic compliance with federal and state authorization regulations.
- Builds and maintains relationships with academic partners to ensure compliance expectations. Creates training materials and web resources for academic partners.
- Manages faculty qualification database and audit cases to ensure compliance.
- 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.

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

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	
Master's Degree	Degree in Business, Public Administration, or related field.	and	2 years of	Experience in regulation compliance.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Internal Auditor (CIA)		Upon Hire	Desired	And
Certified Information Systems Auditor (CISA)		Upon Hire	Desired	Or
	Certified Compliance and Ethics Professional (CEEP)	Upon Hire	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					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.