AUBURN
Human Resources

Asst VP, Institutional Compliance & Privacy

Job Description

JOB INFORMATION

Job Code	KC26
Job Description Title	Asst VP, Institutional Compliance & Privacy
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:	4/27/2026 4:19:03 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides strategic leadership, coordination, and oversight for the University's compliance and privacy programs. Maintains consistent adherence to applicable federal, state, and local laws and regulations, as well as internal policies and procedures, in alignment with best practices for effective compliance programs as outlined in the U.S. Federal Sentencing Guidelines. Serves as the University's Chief Privacy Officer (CPO), responsible for establishing and maintaining a comprehensive privacy program that meets federal, state, and international requirements and is grounded in the Fair Information Practice Principles. Collaborates extensively with stakeholders across campus to promote a culture of ethics, accountability, and proactive risk management. Its scope spans all four divisions of Auburn University (AU), ensuring a unified and institution-wide approach to compliance and privacy stewardship.

RESPONSIBILITIES

- Provides strategic direction and oversight for the University’s comprehensive compliance program, including policy development, due diligence, monitoring and auditing, training and communication, enforcement and discipline, incident response, prevention strategies, and continuous risk assessment.
- Enhances compliance functions across all divisions through committees, working groups, consultations, and site visits. Monitors emerging federal, state, and international compliance and privacy requirements, as well as relevant technological developments, and drives institutional policy, process, and awareness updates.
- Directs, through others, the Youth Protection Program, the institutional Privacy Program (including HIPAA privacy compliance), and the University-wide Conflict of Interest (COI) Management Program.
- Serves as the University's Chief Privacy Officer. Builds and maintains a strategic, enterprise-level privacy program grounded in the Fair Information Practice Principles. Develops and implements policies and processes that ensure consistent privacy practices, mitigate risk, and safeguard PHI (Protected Health Information, PII (Personal identifiable Information), financial data, and student education records. Conducts privacy impact assessments for new and existing systems, leads privacy training and awareness efforts, and serves on the ISIRT (Information Security Incident Response Team) to determine whether incidents or data exposures are reportable under applicable laws.
- Monitors regulatory developments affecting the University and, in collaboration with distributed compliance officers, designs compliance methodologies and monitoring strategies. Drafts University-wide policies and develops new programs as needed. Facilitates the Institutional Compliance Committee through regular meetings and initiatives.
- Oversees the creation and deployment of compliance-related training within the University’s Learning Management System (LMS). Partners with subject matter experts to develop effective online, in-person, and

RESPONSIBILITIES

	virtual training. Ensures employees receive timely and relevant education on regulatory requirements and institutional policies, and coordinates training efforts for efficiency and impact.
•	Coordinates the University's compliance with Alabama's "Statement of Economic Interests" (SEI) reporting requirements. Identifies employees required to file, submits required lists to the Alabama Ethics Commission, notifies employees, and serves as the University's liaison to the Commission. Provides ethics guidance to University personnel.
•	Serves as a member of Auburn's Key Management Personnel (KMP) team, requiring a government security clearance. Collaborates with the Senior Vice President for Research & Economic Development to oversee and monitor the Research Security Compliance Office.
•	Engages the campus community through the OACP website, presentations, email communications, and other channels to promote awareness of compliance and privacy obligations. Fosters a culture of ethical conduct and institutional integrity.
•	Works closely with senior administrators, including the General Counsel, Chief Information Officer, and Chief Information Security Officer, to interpret laws and regulations, provide guidance, evaluate risk, and recommend internal controls. Represents the Vice President for Institutional Compliance & Security in administrative meetings as requested.
•	Partners with Internal Audit to assess institutional risk, manage the anonymous reporting hotline, monitor compliance activities, and strengthen policies, procedures, awareness, and prevention efforts.
•	Prepares the annual Institutional Compliance & Privacy Report for the Board of Trustees. Elevates significant compliance and privacy issues to the Vice President for Institutional Compliance & Security to ensure the Board is appropriately informed of institutional risks and activities.

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	
Master's Degree	Business, Law, Communication, Public Administration, or related field.	and	10 years of	experience leading and managing compliance programs in a complex organizational or higher-education environment, including responsibility for policy interpretation, regulatory compliance, program development, and cross-functional coordination. Supervisory or program-leadership experience is required.	Or
Juris Doctorate		and	8 years of	experience leading and managing compliance programs in a complex organizational or higher-education environment, including responsibility for policy interpretation, regulatory compliance, program development, and cross-functional coordination. Supervisory or program-leadership experience is required.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal and state laws, industry standards, and best practices related to youth protection, conflict of interest/commitment, ethics, and institutional compliance programs.	
Knowledge of drafting, interpreting, implementing, and maintaining university-level policies, including workflow management, stakeholder engagement, and system-based policy administration.	
Skilled in designing, implementing, monitoring, and assessing compliance programs, including conducting reviews, analyzing risks, and ensuring adherence to regulatory and institutional requirements.	
Skilled in presenting complex compliance concepts clearly to diverse audiences, developing training content, and providing guidance to employees, supervisors, and leadership.	
Ability to build collaborative relationships across a complex institution and to work effectively with faculty, staff, administrators, and external partners to promote a culture of compliance, ethics, and institutional integrity.	
Ability to analyze regulatory guidance, assess its impact on university operations, and provide sound, actionable recommendations to leadership and employees.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	U.S. Government Clearance	Upon Hire	Required	And
	Certified Compliance & Ethics Professional (CCEP)	Upon Hire	Required	Or
	Certified Information Systems Auditor (CISA)	Upon Hire	Required	Or
	Certified Information Privacy Professional (CIPP)	Upon Hire	Required	Or
	Certified Information Privacy Manager (CIPM)	Upon Hire	Required	Or

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Security Clearance

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