AUBURN
Human Resources

Dir, Institutional Compliance & Privacy

Job Description

JOB INFORMATION

Job Code	KC27
Job Description Title	Dir, Institutional Compliance & Privacy
Pay Grade	LC14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	4/27/2026 4:20:43 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides strategic leadership, coordination, and oversight of key institutional compliance programs—including the University's Youth Protection Program and Conflict of Interest/Commitment Program—across all four divisions of the University (Auburn University, Auburn University at Montgomery, the Alabama Cooperative Extension System, and the Alabama Agricultural Experiment Station). Ensures consistent policy implementation, regulatory compliance, and effective program operations while partnering with campus stakeholders to strengthen the University's culture of ethics, safety, and institutional integrity.

RESPONSIBILITIES

- Develops, implements, and monitors the University’s Protection of Minors Program for AU, AUM, ACES, and AAES, ensuring alignment with industry standards and regulatory requirements. Provides guidance on youth-protection policies, oversees compliance with operational requirements, and conducts on-site program reviews. Leads internal stakeholders in creating and implementing incident-response policies, procedures, and protocols for reports of child abuse, neglect, or other escalated youth-related incidents.
- Oversees the development, implementation, and ongoing management of the University’s Conflict of Interest (COI) Management Program. Supervises the Manager, COI, who reviews disclosures, analyzes potential conflicts, and develops and maintains management plans. Provides guidance to employees consistent with state and federal regulations, interprets Alabama Ethics Commission Advisory Opinions, and advises supervisors and leadership on appropriate conflict-management actions. Drafts and reviews management plans and secures required approvals from Deans, Executive Directors, and Vice Presidents.
- Leads the administration of the University’s Policy Management software suite, ensuring appropriate user access, workflow functionality, and system support for policy drafters, reviewers, and approvers. Collaborates with the software vendor to enhance system capabilities.
- Works with supervisor to create and update compliance training content, addressing identified training gaps. Delivers in-person training to individuals and groups on regulatory compliance topics, including youth protection, COI/C, and ethical conduct.
- Maintains current knowledge of regulatory requirements, higher-education compliance trends, and best practices. Supports the ongoing activities of the institutional compliance and privacy program and develops broad expertise to assist with policy development, process improvement, and program operations. Contributes to the annual compliance work plan and participates in professional compliance and ethics organizations through meetings, conferences, work groups, and speaking engagements.
- Builds and maintains strong relationships with campus partners to promote a culture of compliance and ethical conduct. Serves as a resource to provide guidance consistent with applicable laws, regulations, and University policies.

RESPONSIBILITIES

- Communicates compliance and privacy information to the campus community through the OACP website, presentations, email, and other channels. Promotes institutional integrity and reinforces expectations for ethical behavior.

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	
Master's Degree	Business, Law, Communication, Public Administration, or related field. A JD is preferred.	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.	
Juris Doctorate		and	6 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	
	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
	Certified Praesidium Guardian_Youth Protection (CPG)	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				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.