

JOB INFORMATION

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| Job Code | EE52 |
| Job Description Title | Spec, Institutional Compliance |
| Pay Grade | LC08 |
| Range Minimum | \$49,490 |
| 33rd % | \$59,390 |
| Range Midpoint | \$64,330 |
| 67th % | \$69,280 |
| Range Maximum | \$79,180 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 101 VP Institutional Compliance & Security |
| Approved Date: | 6/26/2025 11:15:38 AM |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Compliance Specialist plays an essential role in advancing the university's institutional compliance program. This position is responsible for assisting across multiple compliance areas, supporting program monitoring and assessment, and ensuring adherence to regulatory requirements.

RESPONSIBILITIES

- Develops and implements procedures to assess and mitigate compliance risks across the university. Supports the identification, maintenance, and enhancement of university-wide policies and procedures.
- Provides oversight for monitoring and evaluating the effectiveness of the institutional compliance program. Coordinates planning and execution of regular Institutional Compliance Committee meetings to ensure alignment with governance objectives.
- Assists management with various compliance-related administrative tasks, including communication, documentation, and monitoring of functions such as conflicts of interest disclosure, youth protection compliance, software vendor vetting, and compliance outreach initiatives.
- Contributes to the development and delivery of compliance training programs, ensuring employees receive necessary education on relevant policies and regulations. Evaluates compliance areas to verify that required training and documentation are maintained efficiently and effectively.
- Researches and implements best practices for an effective compliance program, as outlined in the Federal Sentencing Guidelines.
- Stays current on applicable federal and state laws, regulations, and university procedures to support informed decision-making.
- Conducts research on compliance-related topics and strategies relevant to higher education.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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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 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. A degree in Business, Political Science, Public Administration, Health Administration, English, or Law is desired. | and | 3 years of | Experience in regulatory compliance, risk management, auditing, legal, or other relevant field. | Or |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|--|
| Demonstrated knowledge of internal controls and compliance methodologies. | |
| Demonstrated knowledge of evaluating, coordinating, and developing training on policy or procedural subject matter and the ability to deliver training to various constituents. | |
| Demonstrated proficiency in verbal and written communication skills. | |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| 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 | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| 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.