

### JOB INFORMATION

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

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.

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 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, Communication, 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

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

Physical Demands Category:	Other
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### 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			
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.