

Job Description

Position Title: Director, Compliance

Job Family: Legal Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Director of Compliance is responsible for implementing and maintaining a comprehensive, College-wide compliance program that ensures adherence to all federal, state, and local laws, regulations, and internal policies. The Director of Compliance plays a key role in fostering a culture of ethical behavior and integrity while mitigating risk and ensuring legal and ethical operations across all departments. The Director of Compliance leads compliance initiatives, collaborates with senior leadership, faculty, staff, and external stakeholders, and promotes accountability through the establishment of best practices in compliance management.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and leads implementation of a comprehensive ethics and compliance program, ensuring alignment with the College's mission, values, and strategic goals.
2. Advises senior leadership on matters related to ethics, compliance, and regulatory risks, providing strategic counsel on proactive measures to mitigate risks. Supports the College's leadership team, participating in decision-making processes, and advocating for an ethical and compliant institutional culture.
3. Oversees College compliance with relevant laws, regulations, accreditation standards, and internal policies. Develops and maintains policies, procedures, and training programs that promote compliance and ethical behavior at all levels of the College.
4. Monitors changes in federal, state, and local laws and regulations to ensure the institution's practices are updated accordingly. Participates in ongoing professional development to remain current with applicable laws, regulations, and accreditation standard
5. Design and implement ongoing ethics and compliance training programs for staff, faculty, and administrators, ensuring awareness and understanding of ethical and compliance responsibilities.
6. Ensures the College's development of tailored training for high-risk areas, including those relating to student privacy, discrimination, harassment, and financial aid compliance.
7. Oversee investigations into ethical violations, complaints, and allegations of non-compliance, ensuring thorough, fair, and timely resolution.
8. Ensures proper reporting and documentation of compliance issues, maintaining a high level of transparency and accountability within the College.

9. Identifies and assesses ethical and compliance risks across the institution and develop strategies to minimize or eliminate these risks. Advises on the design and implementation of internal audits and reviews to monitor the effectiveness of compliance and ethics programs.
10. Collaborates with various departments and offices to ensure consistent and effective application of compliance and ethics policies.
11. Ensures the College's timely and accurate response to any compliance-related inquiries or investigations.
12. Regularly report to the Finance & Audit Committee, executive leadership, and relevant groups and committees on the status of the ethics and compliance program, including metrics, compliance trends, and emerging risks.
13. Prepares reports for regulatory agencies as required, ensuring timely and accurate submission of all required documents and disclosures.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of regulatory compliance principles and practices
- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related area
 - Master's degree in a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience
 - Eight plus (8+) years of related experience preferred.
 - Three (3+) years of supervisory experience required.
 - ARM, CRM or similar professional certification is preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work