

# Compliance & Ethics Officer

<b>Job Title</b>	Compliance & Ethics Officer
<b>Company Name</b>	State University of New York
<b>Post Date</b>	2/17/2017 - 5/18/2017
<b>CCEP Preferred</b>	YES
<b>Job Location</b>	Albany, NY United States
<b>Job Description</b>	The State University of New York (SUNY) System Administration, located in Albany, New York, invites applications for the position of Compliance & Ethics Officer. The Compliance & Ethics Officer will be responsible for developing a compliance program throughout SUNY in connection with SUNY's Enterprise Risk Management Program and will be SUNY's chief Ethics Officer.

As Compliance Officer, this individual will be responsible for developing and administering SUNY's compliance program. S/he will work closely with the Enterprise Risk Management Committee to integrate compliance functions and activities throughout the SUNY system in order to achieve efficiencies and manage risks. While the primary responsibility for compliance efforts will remain at the individual SUNY campuses, the Compliance Officer will work closely and collaboratively with the campuses and functional areas at SUNY to build upon existing compliance practices, such as: developing and revising policies and procedures; promoting training; and conducting assessments.

As SUNY's Ethics Officer, this individual will advise on federal and State ethics laws, as well as conflicts of interest. This advisement will require a special focus on the NYS Public Officers Law and guidance and regulations issued by the NYS Joint Commission on Public Ethics (JCOPE). The Ethics Officer will communicate on a regular basis with the campuses' ethics officers, primarily through an established listserv, and will be called upon to develop solutions to manage actual or potential conflicts of interest.

The successful candidate will report to the Chairs of the Enterprise Risk Management Committee (Senior Vice Chancellor for Finance & Chief Financial Officer and Senior Vice Chancellor for Legal Affairs, General Counsel & Secretary of the University).

**Salary:** Commensurate with qualifications and experience. Excellent fringe benefits.

**Required Qualifications:** A Master's degree or Juris Doctorate is required. The successful candidate should be highly organized, goal oriented, and possess the ability to collaborate within all levels of SUNY. In addition, s/he must have at least five years of compliance or related experience. Familiarity with federal and State ethics rules is a plus.

# Executive Director of Internal Controls and Management Analysis

**Job Title** Executive Director of Internal Controls and Management Analysis

**Company Name** Fashion Institute of Technology

**Post Date** 2/13/2017 - 5/14/2017

**Job** New York, NY

**Location** United States

**Job** **About Fashion Institute of Technology:**

**Description** The Fashion Institute of Technology (FIT), an internationally renowned college of Art and Design, Liberal Arts and Business and Technology, of the State University of New York (SUNY), invites nominations and applications for an Executive Director of Internal Controls and Management Analysis.

## **Job Description:**

The Executive Director of Internal Controls and Management Analysis is responsible for developing, maintaining, and overseeing a risk-based audit and internal controls program built on best practices and utilizing enterprise risk management and continuous process improvement models as the program's framework. This will require analyzing processes, identifying operational and financial risks, conducting audits, and recommending key controls to mitigate risks. In collaboration with the Director of Policy and Compliance, the Executive Director is also responsible for the development and implementation of an on-going integrated compliance and audit program to ensure that the College remains in compliance with its internal policies as well as external laws and regulatory mandates. The Executive Director reports to the Vice President for Strategic Initiatives and Institutional Effectiveness with dotted line reporting to the President and the FIT Board of Trustees Audit Committee. Close collaboration with the Division of Finance and Administration is critical.

## **Key Responsibilities:**

- Provide leadership for a strong internal control, risk management, and operational control environment throughout the College.
- In collaboration with the Division of Finance and Administration, ensure a strong financial control environment that limits risks while enhancing proper checks and balances among processes and units.
- Assess the overall internal control environment and provide recommendations for improvements to department supervisors/managers.
- Partner with the Director of Policy and Compliance to raise awareness and provide timely communications to the College community regarding the College's compliance and audit program and ways to mitigate risk.
- Supervise the projects, audits, and daily work of the college's internal auditor.

- Partner with the Assistant Vice President for Finance and the Controller to assess financial risk associated with all audits.
- Strategically develop and implement an annual audit plan that balances high risk internal control areas with other departmental requests.
- Make recommendations to resolve concerns associated with financial and operational controls throughout the College as well as to achieve efficiencies based on best practices.
- Serve in an ex-officio capacity on college committees related to policies, compliance and information technology systems.
- Prepare audit reports to be shared with senior management as well as the FIT Board of Trustees Audit Committee and the College's external auditors.
- Serve as the College's liaison for all external audits conducted by outside agencies
- Serve as a member of the SUNY Enterprise Risk Management committee.

**Requirements:**

- Master's degree in accounting or a related field;
- Ten years of demonstrated, progressive experience in auditing and risk management in a complex academic or corporate environment;
- Knowledge of auditing principles and General Accepted Accounting Principles;
- Knowledge of data collection and reporting software packages including the Microsoft Office Suite;
- Excellent writing, oral communication, interpersonal and organizational skills; and
- Ability to work with all levels of management and staff, maintain the highest degree of confidentiality, and meet tight deadlines.
- CPA or CIA and higher education audit experience preferred.

**Additional Information:**

Salary commensurate with experience.

**Application Instructions:**

Online applications are strongly encouraged. Please provide the following:

Resume/cv

Cover letter

A list of three professional references with:

- telephone numbers
- email addresses
- mailing address
- brief description of the relationship with the reference

For more information about FIT, please visit FIT's website at: <http://www.fitnyc.edu>  
Returning Applicants - Login to your FITNYC Careers Account to check your completed application.

FIT is firmly committed to creating an environment that will attract and retain people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects, and appreciates the full expression of every individual's ability, the FIT community fosters its mission and grows because of its rich, pluralistic experience. FIT is committed to prohibiting discrimination, whether based on race, color, national origin, sex, gender, gender identity, religion, ethnic background, age, disability, marital status, sexual orientation, military service status, genetic information, pregnancy, familial status, citizenship status (except as required to comply with law), or any other criterion prohibited by applicable federal, state, or local laws. FIT is committed to providing equal opportunity in employment, including the opportunity for upward mobility for all qualified individuals. Applications from minorities, women, veterans, and persons with disabilities are encouraged. Inquiries regarding FIT's non-discrimination policies may be directed to the Affirmative Action Officer/Title IX Coordinator, 212 217.3360, [titleix@fitnyc.edu](mailto:titleix@fitnyc.edu).

# Associate Vice President and Chief Information Security Officer

**Job Title** Associate Vice President and Chief Information Security Officer

**Company Name** Drexel University

**Post Date** 1/25/2017 - 4/25/2017

**Job Location** Philadelphia, PA  
United States

**Job Description** Drexel University (“Drexel”) located in Philadelphia, Pennsylvania, seeks an accessible and innovative thought leader to serve as the Associate Vice President and Chief Information Security Officer (“CISO”). The new CISO will join Drexel at a time of tremendous growth and opportunity as the institution expands its reach and reputation.

Founded in 1891, Drexel is a comprehensive global research university ranked among the top 100 in the nation. With approximately 26,000 students, Drexel is one of America's 15 largest private universities. The College enrolls approximately 16,500 undergraduates and 9,000 graduate students across 200 degree programs in 15 colleges and schools and enrolls an additional 5,000 online students. Known for having one of the nation's oldest, largest, and most successful cooperative education programs, Drexel prides itself on student engagement in alternatives to classroom study. Drexel is one of Philadelphia's top 10 private employers, and a major engine for economic development in the region.

Over the past two decades, Drexel has been growing and strengthening its impact. During this time Drexel has expanded to three Philadelphia campuses; forged new model partnerships with the Academy of Natural Sciences and regional colleges; acquired a College of Medicine, a College of Nursing and Health Professions, and a School of Public Health; founded the Thomas R. Kline School of Law; and continued the dramatic expansion of e-learning. Drexel has been successful in building a learning environment that is innovative,

student-centered, and grounded in a range of high-impact learning experiences that fulfill the institution's mission to “serve its students and society through outstanding academics, innovative technology, and experiential learning.”

The CISO is responsible for establishing and maintaining a university-wide information security management program (including Drexel College of Medicine) to ensure that information assets are adequately protected. S/he is responsible for identifying, evaluating and reporting on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the risk posture of the university. S/he will proactively work with the CIO, Chief Privacy Officer, and business units to implement practices that meet defined policies and standards for information security. The CISO will also oversee a variety of IT-related risk management activities.

The CISO will shepherd all assurance activities related to the security aspects of availability, integrity, and confidentiality of student, faculty, staff, patient, research subjects, business partner and business information in compliance with the university's information security policies. A key element of the CISO's role is working with executive management to determine acceptable levels of risk for the organization. The CISO must be highly knowledgeable about the business environment and ensure that information systems are maintained in a fully-functional, secure mode.

The ideal candidate is a thought leader, a consensus builder, and an integrator of people and processes. While the CISO is the leader of the security program, s/he must also be able to coordinate disparate drivers, constraints, and personalities, while maintaining objectivity and a strong understanding that security is just one of the university's activities. The successful candidate will champion the concept that information security is a shared responsibility for every employee who has been entrusted with sensitive data. Ultimately, the CISO is a business leader, and should have a track record of competency in the field of information security and risk

management, with eight to 10 years of relevant experience, including six years in a significant leadership/executive role.

# HIPAA and Privacy Officer

**Job Title** HIPAA and Privacy Officer

**Company Name** University of Oregon

**Post Date** 1/17/2017 - 4/17/2017

**Job** Eugene, OR

**Location** United States

**Job Description** **Company Description:** A world-class public teaching and research university of 24,500 students located in Eugene, UO is one of only two AAU universities in the Greater Northwest. The University's Academic Plan affirms the University's commitment to a core of liberal education, an academic program on a human scale, a curriculum shaped by respectful stewardship of human and natural resources, institutional agility in balancing between multidisciplinary innovations and traditional disciplinary strengths, cooperative leadership and engagement with the community, and a spirit of resourceful creativity. The University employs more than 1900 tenure-related and non-tenure track faculty and 2700 staff.

The UO has recently gone through tremendous positive change and is positioned well for the future. Between state support and a recently launched \$2 billion capital campaign, the campus is experiencing significant growth of new facilities. Recently completed projects and projects underway include an expanded student recreation center, an expanded and modernized student union, a new housing complex, a renovated science library, a complete renovation to Chapman Hall, home of the UO Honor's College, a new \$34 million College and Careers building, and renovations to existing science labs. The UO also hopes to build a new science complex in the years to come.

**Location:** Home to more than 140,000 people, Eugene is Oregon's second largest city. It covers approximately 41.5 square miles, with the Willamette River running through the heart of the city and the McKenzie River joining the Willamette to the north of town. The elevation is 426 above sea level and the city's topography features Skinner Butte to the north of downtown and the south, the landmark Spencer Butte, now a 310-acre city park. Eugene's climate, with an average temperature of 53 degrees, is one of the city's attractive features. Mild winters, long growing seasons, and few drastic weather changes are characteristic.

**Position Description:** This position serves as the University's HIPAA (Health Insurance Portability and Accountability Act) Privacy Officer and conducts other general university compliance activities as directed. The HIPAA and Privacy Officer has overall responsibility for the compliance and operational aspects of developing, implementing and administering the University of Oregon's HIPAA Compliance Program, including but not limited to development, oversight, and coordination of HIPAA compliance policies, procedures, and training for all covered entities and covered healthcare components. The HIPAA and Privacy Officer interprets and clarifies complex regulations and stays current on regulatory changes. This is an enterprise-wide, high-level management position that reports to the Chief Resilience Officer and Associate Vice President of Safety and Risk Services and has direct access to senior leadership through the university Strategic Enterprise Risk Management and Compliance (SERMC) Committee.



## **Major Duties:**

### **Develop and Maintain a University-Wide HIPAA Compliance Program:**

- Develop, oversee, and review annually written institutional HIPAA policies, procedures, and guidance, and associated changes, and ensure their integration and consistency with applicable federal and state laws, regulations, and standards as well as compliance and coordination with other privacy laws, regulations, and policies (e.g., FERPA, Oregon privacy laws, UO policies);
- Develop and implement HIPAA compliance training and orientation to faculty, staff, volunteers, and contractors operating in units with HIPAA obligations
- Provide coordination between all units that engage in HIPAA-covered activities and provide ongoing guidance to campus constituents;
- Establish and maintain a university-wide compliance monitoring system and work closely with the HIPAA privacy officer in the University Health Center, the Chief Information Security Officer, and other points of contact in units with HIPAA obligations;
- Monitor campus units' work and eligibility for hybrid and non-hybrid status and recommend revisions to hybrid declaration at least annually.
- Work collaboratively with UO offices that provide support to campus units such as General Counsel, Information Services, Purchasing and Contracting, Internal Audit, Research Compliance Services, and the Registrar, to ensure the university's consent forms, authorization forms, business associate agreements, notices and other documents are in compliance with applicable requirements and practice standards. This includes participating in the development, implementation, and ongoing compliance monitoring of all business associate agreements;
- Maintain records pertaining to HIPAA policies and procedures, Notices of Privacy Practices, and all HIPAA-related educational materials that are developed and implemented, and ensure that they remain current;
- Work collaboratively with campus units on the development of new university programs that depend on HIPAA compliance
- Develop, coordinate, and chair the HIPAA Coordination Council.

### **Direct HIPAA-Related Compliance Monitoring and Investigation Functions:**

- Perform periodic privacy risk assessments and conduct related ongoing compliance monitoring activities in coordination with all covered entities, covered healthcare components, and personnel embedded in units with HIPAA obligations. Develop procedures, protocols, and/or measures to minimize those risks;
- Develop and lead processes for HIPAA-specific compliance monitoring, units' internal routine monitoring, and breach investigations;
- Establish, administer, and serve as the designated contact person for receiving, documenting, investigating, and taking action on HIPAA complaints;
- Create and implement a HIPAA complaint process in coordination with the Office of Internal Audit;
- Maintain required records for HIPAA complaints, breach notifications, and sanctions;
- Be responsible for integration of HIPAA privacy with other privacy obligations (e.g., FERPA, Oregon privacy law, and applicable UO policies). Provide development guidance and assist in the identification, implementation, and maintenance and updating of university privacy and security policies. â€
- Once the HIPAA-specific program is underway, the Privacy Officer will also focus on other institutional privacy and compliance issues beyond HIPAA.

**Serve as a Primary Liaison to Information Services with Regard to HIPAA and Privacy:**

- In conjunction with IT security personnel, conduct periodic HIPAA-related information privacy and security risk assessments for alignment between security and privacy practices;
- In collaboration with IT security, coordinate and monitor mechanisms to track access to protected health information, within the purview of the university's operations and as required by law, regulations and policies;
- Review all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices;
- Serve on Data Security Incident Response Team.

**Other Privacy-Related Functions:**

- Participate in professional development as needed to maintain knowledge of evolving regulations. â€ Advance university interests through engagement with external privacy and security organizations as necessary;
- Respond to questions about disclosure of records, and work closely with the university's data custodians;â€
- Provide leadership in the development, implementation, and promotion of privacy awareness programs and initiatives;
- Participate with the General Counsel and the Director of Risk Management and Compliance in coordinating university-wide compliance efforts and policies in such

areas as, but not limited to, research, disability services, public safety, student and general data security, etc.;

- Assist in assuring annual and/or periodic compliance reporting by various departments and operations as required by law; â€
- Assist in monitoring and coordinating compliance efforts and training with various departments and operations;
- Liaise with Research Compliance Services and the Institutional Review Board; and â€
- Work with the offices of Government and Community Affairs, General Counsel, and others to represent the university's information privacy interests with external parties (e.g., federal, state, or local government bodies) who seek to adopt or amend privacy legislation, regulations, or standards;
- Other duties as assigned.

### **Minimum Qualifications**

- Advanced degree with healthcare privacy experience or Bachelor's degree and a minimum of 5 years of work experience in healthcare compliance;
- Demonstrated knowledge and experience with information privacy laws and regulations (e.g., HIPAA), access and release of information related to compliance, risk mitigation, and operations;
- Demonstrated knowledge of health information privacy and security laws, the use of health information in clinical practice and research, and familiarity with general principle of information security practices;
- Demonstrated higher-level compliance experience, preferably with/in a university environment with clinical services and human subjects research;
- Demonstrated organization, facilitation, presentation, and written and oral communication skills;â€
- Demonstrated ability to collaborate and lead a team and navigate a large, highly decentralized organization;
- Demonstrated ability to work cooperatively with a variety of stakeholders including faculty, staff, and administrators;â€
- Ability to develop and maintain recordkeeping systems and procedures; â€
- Knowledge of computerized information systems used in compliance applications.

### **Preferred Qualifications**

- JD
- Certification in Health Care Compliance (CHC or equivalent privacy certification).
- Familiarity with FERPA.

### **Compensation**

- Annual salary range will be commensurate with experience.

**Why consider the opportunity?**

- Competitive compensation and benefits package
- The University of Oregon is launching a new science campus, backed by a \$500 million gift from Nike, the largest gift ever for a public flagship institution.
- This position will have direct access to senior leadership through the university Strategic Enterprise Risk Management and Compliance (SERMC) Committee.
- Eugene, Oregon is consistently ranked as one of the best places to live in the U.S.

# Executive Director, University Compliance Services

**Job Title** Executive Director, University Compliance Services

**Company Name** University of Miami

**Post Date** 1/13/2017 - 4/13/2017

**CCEP Preferred** YES

**Job Location** Coral Gables, FL

**Job Description** Under the direction of the Vice President and Chief Compliance Officer, collaborates in the strategic development and implementation of sustainable and effective programs to promote compliance and ethics awareness in response to the changing needs of the University. Consults with university management and staff to develop annual university-wide compliance and ethics risk assessment. Provides guidance, education, and direction to all UM stakeholders related to the management of compliance and ethics risks.

Primary Duties and Responsibilities (For Non-exempt Employees Include Percent of Effort):

- Provides direction and expert advice in the development of a compliance risk management program to assess, prioritize and manage legal and regulatory compliance risks based on the requirements of the Federal Sentencing Guidelines for Organizations (FSGO).
- Coordinates closely with the senior executives, audit and advisory services, human resources and legal personnel relative to application, interpretation and enforcement of the FSGO requirements, applicable laws and regulations and University policies and procedures.
- Establishes and maintains a risk management process. Identifies critical institutional compliance and ethics risks, educates and advises on corrective action, secures commitments for action plans, and follows up to ensure accountability.
- Prepares written reports documenting activity within the compliance and accountability program and responds to requests for reports to University management.
- Responsible for effectively communicating the ethics and compliance standards and procedures to all employees and other agents, through the development and delivery of presentations, training programs and publications.
- Provides expert advice and interpretation of the University's policies, including the applicability of the policies and programs to specific situations.
- Works with other subject matter experts to develop the most appropriate methods for maintaining employee awareness of the program and pertinent laws, regulations and policies pertaining to the University.
- Plays a leadership role in continued development of the University's Enterprise Risk Management program.
- Participates and provides administrative support for various University compliance/risk management committees.
- Participates in updating, maintenance and on-going management of the University's confidential reporting system ('CaneWatch).
- Assists in the coordination of activity to ensure that thorough investigations are conducted of alleged violations of laws, regulations and policies pertaining to the University.
- Works with various committees within the University to coordinate compliance related activity and generally promote the objectives of the compliance and ethics program.

- Responsible for general office administration of University Compliance Services, including approving office expenditures, developing and monitoring/managing departmental budget.
- Provides leadership direction to the professional staff within the compliance and ethics function.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the aspects of an effective compliance and ethics program and how it is implemented in an institution of higher education. Healthcare compliance knowledge preferred.
- Knowledge of risk assessment and risk management methodologies and applicability to the University environment.
- Knowledge of federal and state laws, rules, and regulations that affect a multi-faceted institution of higher education.
- Ability to manage multiple tasks independently with minimal oversight.
- Ability to effectively interact with executive management and employees at all levels of the organization.
- Ability to effectively identify and solve problems in vague circumstances.

Education Requirements (Essential Requirements):

- Bachelor's degree required; master's degree preferred. Juris Doctorate (JD) highly preferred.
- Certified Compliance and Ethics Professional (CCEP), and/or an individual Certified in Healthcare Compliance (CHC) is desired.

Work Experience Requirements (Essential Requirements):

- A minimum of five (5) years of experience working with federal and state laws, rules, and regulations is required. Equivalent combinations of education/experience may be considered.
- Experience in an institution of higher education and /or in healthcare compliance is highly preferred.
- Experience performing risk assessments at an institution of higher education is highly preferred.

# Athletics Integrity Officer

**Job Title** Athletics Integrity Officer  
**Company Name** Pennsylvania State University  
**Post Date** 1/10/2017 - 4/10/2017  
**Job Location** University Park, PA  
**United States**  
**Job Description** **Athletics Integrity Officer**

The Pennsylvania State University is seeking an outstanding individual with exceptional strategic, operational and interpersonal capabilities to join the University's leadership team. The Athletics Integrity Officer will report to the Chief Ethics and Compliance Officer. The Athletics Integrity Officer will be responsible for collaborating with the Associate Athletic Director for Compliance in developing and implementing policies, procedures, practices, and training designed to ensure compliance by the University's Department of Intercollegiate Athletics (Athletics Department) with all applicable NCAA, Big Ten, and University rules and regulations. The Athletics Integrity Officer will also be responsible for review and oversight of matters related to the compliance and ethical obligations of the Athletics Department, including analyzing the Athletics Department related to risks and where appropriate, overseeing internal or external investigations. The Athletics Integrity Officer shall be responsible for oversight and monitoring of the Athletics Department's compliance with the NCAA Constitution and Bylaws and the principles regarding institutional control, responsibility, ethical conduct and integrity reflected in the NCAA Constitution and Bylaws and Big Ten Handbook and shall be responsible for all reporting obligations under the Athletics Integrity Agreement. The Athletics Integrity Officer will deliver regular reports to the Board of Trustees Legal and Compliance Committee and will support the mission of Penn State and provide the highest quality service and support to the University and its many stakeholders. The Athletics Integrity Officer will be responsible for supporting the University's Title IX efforts within the Athletics Department. The Athletics Integrity Officer will act as an independent, confidential and trusted advisor to the Vice President for Commonwealth Campuses on intercollegiate athletics programs at the Commonwealth Campuses. In this role, the Athletics Integrity Officer will have management and oversight responsibility for the Commonwealth Campuses Athletic Administrator and all operations related to the Pennsylvania State Athletic Conference (PSUAC). The Athletics Integrity Officer will have many of the following experience and qualities: successful experience leading and managing a large and complex setting; experience in supporting governing boards, and in working with committees or subgroups on matters of compliance; interaction with or understanding of intercollegiate athletics; extraordinary ability to work on a senior team as a listener, contributor, collaborator, mediator, and change agent interacting with all constituencies in a higher education research institution; decisive leader who exercised good judgement under pressure; knowledge of higher education and athletic practices, regulations, compliance, and accrediting agencies, understanding of the importance of commitment to an fostering of strong relationships with all University and external constituents; excellent oral and written skills; respect for and understanding of mission-driven institutions; understanding of the place of the University in the community and Commonwealth; a person of honesty and integrity; motivator with high energy and courage; a strong communicator who is persuasive, inclusive, and engaging; ability to diffuse and resolve conflict; ability to explain difficult issues to multiple constituents; ability to work with abstract and concrete variables; ability to manage a variety of competing demands. Position typically requires a Baccalaureate degree, advanced degree preferred, with ten to fifteen years' experience

working in an education, athletics, government, or corporate compliance role. This position requires that you operate a motor vehicle as a part of your job duties. A valid driver's license and successful completion of a motor vehicle records check will be required. In addition, due to the financial and fiduciary responsibilities of this position, successful completion of a credit history check will be required in addition to standard background checks.

**CAMPUS SECURITY CRIME STATISTICS:** For more about safety at Penn State, and to review the Annual Security Report which contains information about crime statistics and other safety and security matters, please go to <http://www.police.psu.edu/clery/> , which will also provide you with detail on how to request a hard copy of the Annual Security Report.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.



# Investigations Program Manager

**Job Title** Investigations Program Manager  
**Company Name** Stanford University  
**Post Date** 12/16/2016 - 3/16/2017  
**Job Location** Stanford, CA  
**United States**  
**Job Description** **Stanford University**

## Investigations Program Manager

**Job Number:** 73261

As a major Silicon Valley employer, Stanford University has a challenging Compliance/Audit opportunity for the right individual. At Stanford, we are not just about finding your "next job", but we hope you'll discover a rewarding career, as well as life changing experience filled with rich traditions, a deep passion for collaboration and innovation, an unparalleled respect for diversity and creative freedom, and a culture of excellence. Check out Stanford as your next employer: <http://www.stanford.edu/>

Why Stanford? As one of the world's premier research institutions, Stanford University devotes tremendous resources toward the betterment of humanity. We focus on hundreds of initiatives — in everything from medicine to engineering, the environment, peace and national security — in order to create an atmosphere humming with intelligence and excitement.

### This opportunity:

If you enjoy a challenge, variety, and working with people - this position will interest you. If you have experience interacting with diverse customers in a university or health care setting, research-based organization, pharmaceutical or device manufacturing company, or large consulting firm and possess a strong skill-set for compliance, ethics, internal audit, privacy, research compliance or fraud examination and forensics, then you may be the right match for this role.

The position reports to the Chief Ethics and Compliance Officer (CECO) and requires working knowledge of the U.S. Federal Sentencing Guidelines for Organizations and state and federal laws, regulations and policies surrounding whistleblower protection, non-retaliation, confidentiality, access to and retention of records.

In this challenging position, you will be following up on concerns received via the Compliance Helpline, fact-gathering from across the University and its Affiliates, conducting

investigations, performing analytics, writing meaningful reports, recommending corrective action plans and improvements, drafting policies and training and raising awareness regarding compliance and ethics. Once established in the role, this is a highly independent position. You will work in consultation with the CECO and others to resolve complex or high risk issues.

#### **CORE DUTIES\*:**

- Manage and conduct complex and in-depth investigations of compliance/ethics/privacy incidents.
- Create and maintain policies, procedures and guidelines, and lead projects that ensure Stanford's ongoing compliance with all applicable state and federal laws and regulations.
- Provide subject matter expertise on a wide array of topics, initiatives and projects advising on federal and California state laws. Serve as a lead subject matter expert resource for the Stanford community.
- Perform outreach across the University to introduce the program area to the Stanford community; establish and maintain long-term relationships and become a trusted and valued partner that is viewed as a subject matter resource for compliance/ethics/privacy expertise.
- Develop, deliver and implement training (both broad-based and individualized) to the Stanford workforce, and assist in the development of communication programs to educate and update the Stanford community on compliance, risk and/or privacy requirements.
- Collaborate with constituents across the Stanford community on a wide-range of compliance/privacy-related topics. Maintain productive customer relationships.
- Develop and implement annual work plans to assess and review policies, practices and processes with requirements, and develop, implement and monitor corresponding corrective action plans.
- Recommend and prepare materials for board and senior management meetings.
- Monitor current compliance/privacy trends, legislation and activities, contribute to implementing best practices.
- May supervise other staff.

**\* - Other duties may also be assigned**

#### **Education & Experience:**

Bachelor's degree and seven years of relevant audit, privacy, compliance, risk management or other relevant experience in higher education, health care, research-based non-profit organizations, or government contracting or combination of education and relevant experience.

#### **Knowledge, Skills and Abilities:**

- Highly effective written, oral and interpersonal communication skills to address a wide variety of sophisticated audiences.
- Demonstrate professionalism, discretion and judgment through sound decision-making to obtain solutions through collaborative efforts with a wide-variety of offices and departments throughout Stanford University.
- Superior knowledge of state and federal statutes, laws and regulations, industry standards, trends and/or regulatory requirements in expertise subject area.
- Expert analytical and problem solving skills.
- Experience in conducting investigations with an attention to detail.
- Ability to productively assemble, engage, and lead cross-functional teams and lead projects from start to finish.
- Demonstrated critical thinking skills and ability to implement strategic policy recommendations.

#### **Certifications and Licenses:**

- Compliance/Privacy certification desired.

#### **Preferred Qualifications:**

- Possesses an advanced degree/certification, e.g., MBA, CPA, CIA, CFE, JD.
- Works calmly under pressure and maintains excellent working relationships within the Office of Audit, Compliance, Risk and Privacy (ACRP) and other departments, partner groups, and sponsors.
- Clearly communicates complex principles, concepts and regulatory requirements in simple and actionable terms.
- Familiarity with the Stanford environment and culture would be very helpful.

#### **WORKING CONDITIONS:**

- May work extended hours or weekends.

#### **WORK STANDARDS:**

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

We are not able to provide sponsorship or relocation for this position.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

**Job:** Compliance Legal

**Location:** Business Affairs

**Schedule:** Full-time

**Classification Level:**

**To be considered for this position please visit our web site and apply on line at the following link:** <http://apptrkr.com/924911>

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## **Forensic Accountant (CFF)/Compliance Officer (No Clearance) (Afghanistan)**

JCI [48 reviews](#) - San Diego, CA

Contract

### **Job Description:**

Provide compliance services to assist the American University of Afghanistan in the implementation of effective compliance regulation management. Work will be performed at the University located in Kabul, Afghanistan. Compliance Officer duties may include, but are not limited to, the review all existing internal audit policies and procedures to make sure they are implemented and effective; Determine whether or not financial and procedural internal audits are being conducted effectively and in compliance with applicable and relevant standards; Review the qualifications of the current internal audit staff and make certain that all persons employed in the internal audit function of the University are fully qualified; Conduct an investigation to determine the actual status of internal audits conducted in the past. The Compliance Officer will be a member of a team which will conduct a thorough Compliance Audit to include all of the University's transactions within the past three years.

### **Requirements:**

- Possess a bachelor degree or higher in fields such as accounting, business administration, legal studies, finance, or political science
- Be certified in Forensic Accounting with experience in fraud investigation
- A minimum of ten years' experience in forensic accounting/auditing
- Proficiency with the Microsoft Office Suite
- Ability to work independently or as a member of a team member
- Ability to manage projects and time efficiently
- Must possess a valid passport from your home country and the ability to obtain an Afghan work visa
- Must be able to pass a background investigation proving eligibility to work on US Military installations

### **Desired Qualifications**

- At least one year prior experience working abroad or have previously worked with US/NATO forces in austere conditions (e.g. Afghanistan, Iraq, etc.)
- Possess a certification from the National Association of Federal Credit Unions, American Bankers Association, or International Academy of Financial Management
- Possess the ability to interpret, assess risk, effectively communicate, understand and analyze regulations
- Experience communicating through an interpreter/translator

Job Type: Contract

Required education:

- Bachelor's

Required experience:

- Forensic Accounting: 10 years
- Management: 3 years

Required license or certification:

- Certified in Financial Forensics (CFF) Credential

# **NCAA Compliance Coordinator (Program Coordinator)**

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**Posted On:** Monday, February 20, 2017

**Deadline:** Wednesday, March 01, 2017

**Position Type:** Civil Service

**Department:** Intercollegiate Athletics

**Contact:** NIU Human Resources | 815-753-6000

**Phone:** 815-753-6000

## **RESPONSIBILITIES**

Northern Illinois University is accepting applications for the position of Associate Director of NCAA Compliance (Program Coordinator). The mission of NIU Athletics is to enhance the University, community and region through service and engagement while developing champions in the classroom, in competition and in life. With long standing traditions and core values centered on family, NIU Athletics is home to 17 NCAA Division I sport programs and is affiliated with the Mid-American Conference. Northern Illinois University, chartered in 1895, is a comprehensive teaching and research institution with over 19,000 currently enrolled students and houses seven (7) degree-granting colleges—Business, Education, Engineering and Engineering Technology, Health and Human Sciences, Law, Liberal Arts and Sciences, and Visual and Performing Arts. Centrally located in DeKalb, Northern Illinois University is 30 miles west of Aurora, 65 miles west of Chicago, 36 miles west of Naperville, and 45 miles southeast of Rockford.

This is a full-time, 12-month position with full benefits.

Essential duties and responsibilities will include the following:

This position serves as the Associate Director of NCAA Compliance for an NCAA Division I program. The primary focus of this position is to ensure that the institution maintains a high level of institutional control, promote an atmosphere and commitment to NCAA rules compliance while protecting the health and well-being of our student-athletes. Knowledge, interpretation and expert advisement of the correct and allowed course of action is critical in each and every interaction with a coach, student-athlete, staff member and internal and external constituents. This position must be able to work in a fast-paced team environment while performing their job duties with integrity and discretion as they will be exposed to sensitive and confidential information. On a daily basis, this position provides independent interpretation of NCAA Bylaws to individuals ranging from the Director of Athletics and Head Coaches to other office personnel. Additionally, it is imperative for this position to use cost effective, efficient and initiative in planning work assignments and implement long-range program improvements. The potential ramifications of an improper interpretation could have a devastating impact on a student-athletes eligibility, a staff member's ability to

recruit prospective student-athletes, the athletic department's status within the NCAA and Mid-American Conference and ultimately the University's local, regional or national reputation.

Scheduled work hours are Monday-Friday, 8:00 a.m. – 4:30 p.m.

Starting Salary: \$1117.19/semi-monthly (\$26,812.56/annually) plus benefits ([Click here for employment benefit information](#)).

## **REQUIRED SKILLS**

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling three years (36 months), from the categories below:
  - A) College course work in any field.
    - 60 semester hours equals 1 year (12 months)
    - 90 semester hours equals 2 years (24 months)
    - 120 semester hours or more equals 3 years (36 months)
  - B) Progressively more responsible work experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.
3. Two (2) years of responsible experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.

NOTE: Part-time employment is calculated to a full-time equivalent.

This is a security-sensitive position. Before any offer of employment is made, the University will conduct a pre-employment criminal background investigation, which includes a criminal background check.

## **PREFERRED SKILLS**

The preferred candidate will have a Master's degree and one academic year experience in Athletic Compliance and Eligibility at a Division I or II level, Conference Office or NCAA National Office; thorough knowledge of NCAA rules and regulations; demonstrated ability to work with NCAA Compliance Assistant Programs and JumpForward; ability to effectively communicate with and relate well to coaches, student-athletes, athletic department staff, and representatives of the institution's athletic interests through oral, written and electronic forms; strong computer skills in Excel, CAI, LSDBi, PeopleSoft; National Association for Athletics Compliance education certification.

## **Program Director - Accountability and Compliance Education and Outreach - (170000BF)**

The Office of Accountability and Compliance (OAC) has an opportunity for a **Program Director - Accountability and Compliance Education and Outreach**. The Office of Accountability and Compliance serves as a resource for the University community to seek guidance and assistance in addressing accountability and compliance concerns. The Program Director is responsible for facilitating activities related to accountability and compliance to improve OAC operations. Additionally, using subject matter expertise the Program Director will plan and coordinate education and training programs related to legal and regulatory topics relevant for higher education institutions.

**UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.**

### **ESSENTIAL FUNCTIONS:**

- Prepares, coordinates, and maintains content and delivery methods for the educational programming and events within the Office of Accountability and Compliance.
- Interacts with students, faculty, and staff to facilitate accountability and compliance programs. Coordinates the use of technology to analyze and deliver data and information, as well as to monitor and evaluate efficiency and effectiveness of program operations.
- Organizes and/or participates in various committees and teams to consult with program heads and administrative officials on policy and compliance needs as well as various administrative issues.
- Coordinates the regular publication of summary reports and serves as an information resource to coworkers, the research community within the university, and external figures.
- Plans, develops, and coordinates education and training programs related to required legal, regulatory, and higher education topics for Compliance/Human Research Protections Office (HRPO) staff, IRB members, and the research community.

### **Qualifications**



Bachelor's degree in a related field of expertise. In some cases, a position-specific master's degree will be required. In cases where a Master's degree is required, it will substitute for 2 years of experience.

5 years experience working in regulatory administration in higher education with at least 2 years experience of overall responsibility for program direction, coordination and implementation.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge federal and state regulations governing higher education institutions.
- Knowledge of best practices in compliance.
- Skill in supervising, mentoring, and teambuilding in order to provide guidance and instruction to others.
- Skill in data manipulation and analysis with an ability to solve problems and make sound judgements.
- Ability to exercise the initiative and resourcefulness necessary for prioritizing multiple and ongoing projects.
- Skill in communicating efficiently and effectively both orally and in writing with a variety of internal and external individuals or agency representatives.
- Skill in continuously seeking to improve the quality of services and processes.
- Computer skills in relevant design and/or office applications.

**Hiring Range:** Commensurate with education and experience

If accommodations are needed for a disability, please contact Human Resource Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

***Equal Opportunity/Affirmative Action Employer. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply***

**Job**

**: Exempt Staff - E1429G**

**Employee Class : Exempt Regular**

**Full Time/Part Time:** Full-Time  
**Shift**

: Day Job

**Financial Disclosure:** No

**Organization**

: Office of Accountability and Compliance

**Job Posting**

: Feb 8, 2017

**Unposting Date**

: Feb 28, 2017, 9:59:00 PM

<b>Job Title:</b>	Associate Director, Privacy and Regulatory Affairs	<b>Position Number:</b>	P100003406
<b>Pay Grade:</b>	c108		Medical Compliance -
<b>Pay Band Min / Max:</b>	\$77,500.00 - \$131,800.00	<b>Department / Hospital:</b>	HIPPA -STA

The University of Miami is considered among the top tier institutions of higher education in the U.S. for its academic excellence, superior medical care, and cutting-edge research. At the U, we are committed to attracting a talented workforce to support our common purpose of transforming lives through teaching, research, and service. Through our values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity and Teamwork (DIRECCT) we strive to create an environment where everyone contributes in making UM a great place to work. We are one of the largest private employers in Miami-Dade County; home to more than 13,400 faculty and staff from all over the world.

The University of Miami Health System, "UHealth", has an exciting career opportunity for an Associate Director, Privacy and Regulatory Affairs. The Associate Director, Privacy and Regulatory Affairs is part of the Office of the Medical Compliance team and promotes healthcare compliance within the UHealth/University of Miami Miller School of Medicine. Under the supervision of the Executive Director of Regulatory Compliance, the Associate Director, Privacy and Regulatory Affairs is responsible for and will conduct compliance reviews for the following: Stark Law, CMS, Joint Commission, AHCA/DOH, Place of Service, Anti-Kickback, False Claims Act, AHCA-NCAL Quality Initiative, FDA, Conflict of Interest, Business Ethics, EMTALA, and any other federal and/or state statutes and regulations at the University of Miami Health System and related hospitals.

The minimum qualifications for this position are as follows: Bachelor's Degree in Healthcare Administration, Health Sciences or a closely related field of study, OR a JD degree, as well as at least two years professional experience in healthcare. Highly experienced in the statutes and regulations mentioned in the job description. Highly skilled in Compliance auditing and functions. Experienced in designing and maintaining various databases and software applications with the ability to perform analysis based on data. Strong computer skills utilizing Microsoft Office Suite to include Word, Excel, Access, PowerPoint and Outlook as well as other web-based applications. Excellent communication skills, both verbal and written, to include giving presentations and trainings. Strong organizational, analytical, interpersonal and motivational skills. Ability to work successfully and professionally in a team-based environment. Any relevant education, certifications and/or work experience may be considered.

UHealth-University of Miami Health System, South Florida's only university-based health system, provides leading-edge patient care powered by the ground breaking research and medical education at the Miller School of Medicine. As an academic medical center, we are proud to serve South Florida, Latin America and the Caribbean. Our physicians represent more than 100 specialties and sub-specialties, and have more than one million patient encounters each year. Our tradition of excellence has earned worldwide recognition for outstanding teaching, research and patient care. We're the challenge you've been looking for. The University of Miami offers competitive salaries and a comprehensive benefits package including medical and dental benefits, tuition remission, vacation, paid holidays and much more. The University of Miami is an Equal Opportunity/Affirmative Action-Veteran/Disability Employer. Come join us!

Job Title	<b>Assistant Integrity Officer- Professional Services</b>
Department	<b>Clinical Integrity</b>
Location	<b>FAB 820</b>
Work Unit Description	
Work Schedule, Hours, FTE, Salary Range	<p>This is a full-time (1.0) FTE position. Schedule is Monday - Friday 8:00am - 4:30pm. Salary range is \$70,219-\$105,329/year. This position is located in downtown Portland.</p>
Functions/Duties of Position	<p>This position will work with the Clinical Enterprise Integrity Officer on the risk assessment, project selection, project design, and performance of audits and reviews to provide advanced support to OHSU related to federal and state requirements governing clinical documentation, coding, and the revenue cycle. This position will take an active part in leading the process to review data from the billing process, design projects to review medical record documentation to evaluate coding, researching and understanding the billing requirements, and monitoring the appeals process for denied claims are key aspects of the Clinical Integrity team and this position.</p> <p>The Assistant Integrity Officer for Clinical Professional Services works under the direction of the Clinical Enterprise Integrity Officer and other senior professionals within Integrity. This position is an advanced professional resource providing specialized and detailed guidance, risk assessment and project design, and performs reviews as assigned related to all aspects of clinical billing activities to determine conformity with federal and state regulations and OHSU policies. Specifically, the Assistant Integrity Officer for Professional Services is responsible for the planning, supervising, execution, and reporting of audits/reviews, advisory services and investigations in accordance with departmental standards and procedures. The Assistant Clinical Integrity Officer for Professional Services will:</p>

- Demonstrate a solid understanding of professional coding and billing requirements, auditing, analyzing, and advising on a variety of clinical billing issues
- Demonstrate a solid understanding of risk evaluation and a risk-based approach in order to prioritize work effort and issue relevant and reasonable conclusions and findings
- Ability to conduct a detailed review, including interviews, document review, and data analytics
- Provide significant input into the risk assessment, project selection, and project design activities for Clinical Integrity monitoring of professional services and the associated claims
- Demonstrate the ability to reach and support conclusions based on knowledge of risk and controls and the ability to discuss and collaborate with management to facilitate an effective action plan
- Serve as Clinical Integrity's representative on committees or groups that address policies and practices of the professional services or other OHSU groups as assigned and appropriate

The person who will succeed in this position will exemplify the following leadership attributes:

- A resourceful professional who stays current with information, technology, trends, and developments in the field and implements applicable and reasonable process changes resulting from industry trends.
- A collaborator and consensus builder capable of maintaining and cultivating successful working relationships with internal and external stakeholders.
- A person who proactively establishes/ develops strong partnerships with key stakeholders across the organization.
- A well-organized professional with the ability to manage a variety of complex projects while charting a course of action that effectively and efficiently assists the organization and department in fulfilling goals and objectives.

**\*\*\*Please upload any licenses, certifications or registrations that are listed in the required qualifications\*\*\***



**REQUIRED:**



- Bachelor's degree or equivalent experience
- 3 to 5 years of experience in auditing and monitoring billing compliance for professional fees or related field
- Knowledge of compliance, federal and state laws, regulations, and guidance
- Demonstrated leadership and formal/informal influence skills
- Ability to effectively work both independently and in a team environment; exceptional organizational abilities, oral and written communication skills, and interpersonal skills
- Ability to operate and communicate effectively while meeting multiple deadlines and completing projects simultaneously
- Ability to interact in a positive, productive manner with staff, faculty, and leadership (demonstrating sensitivity, tact, and professionalism)
- Advanced proficiency with electronic systems and software
- Coding-related certification required (CPC); Compliance certification (CHC) required within 1 year of hire



**PREFERRED:**

- Specialized education and expertise specific to understanding documentation, coding, and billing across different disciplines of medicine



COMPLIANCE SPECIALIST (FACULTY CONSULTING ANALYST)

**Campus/Location:**

University Park Campus

**Date Announced:**

02/01/2017

**Date Closing:**

*open until filled*

**Job Number:**

68980

**Level/Salary Band:**

04 – K – Exempt

**Work Unit:**

Vice President for Research

**Department:**

Office for Research Protections

**Full/Part Time:**

Full–Time

**DESCRIPTION**

The Faculty Consulting Program Analyst (“Analyst”) will report to the Director of the Conflict of Interest Program (“Director”) in the Office for Research Protections and work in collaboration with Conflict of Interest Analysts, and the COI Assistant. This individual will communicate requirements for faculty consulting approval and disclosure to administrators and faculty, and respond to inquiries concerning faculty consulting. The Analyst will work with other Penn State offices such as the Office of Sponsored Programs, the Office of Technology Management, Office of General Counsel, Ethics and Compliance Office, Office of Human Resources, and faculty and staff of all Penn State campuses. This individual will contribute towards the development and maintenance of a program to manage all aspects of the faculty consulting request and approval process and for maintaining records that document the outside activities reported by faculty. The individual will provide reports to Executive Administrators as required by University policy. They will write, periodically review and update faculty consulting policies, procedures and guidelines and update forms and procedures as they relate to the faculty consulting review and reporting process. This individual will be required to assist in the development and maintenance of educational materials delivered as mandatory requirements or on an as needed basis. This individual will also be required to review Conflict of Interest disclosures, and address COI issues as assigned by the Director. Administration of the faculty consulting oversight process includes, but is not

limited to: assisting leadership in the development of processes to facilitate the review, approval and reporting of faculty consulting as outlined in Penn State Policy HR80; assisting in the design, development, and testing of consulting functionality for the University's electronic disclosure and management system ("COINS"); communicating with faculty members to obtain additional information as needed; developing Standard Operating Procedures for managing the consulting program; establishing working relationships with department heads and other college or unit leaders; using email and other IT systems to communicate with faculty and administrators and/or to any other Penn State offices or programs necessary; maintaining Program records (mostly electronic); monitoring faculty and University compliance with consulting policies on behalf of the University, and producing annual reports on faculty outside business activities. Typically requires a Bachelor's degree or higher plus six years of related experience, or an equivalent combination of education and experience. Master's degree or equivalent (e.g. J.D.), and experience with academic administration or policy/compliance issues is strongly preferred. Proficiency with Microsoft Office is required and knowledge of and experience with electronic data management systems is strongly desired. Must possess and demonstrate effective administrative and technical skills, must be able to exercise a wide range of independent judgment, discretion and decision-making abilities, must maintain confidentiality, must have excellent analytical, interpersonal and communication skills, and must have demonstrated ability to work independently. Must be comfortable communicating with senior management. Experience with grants management, faculty time and effort reporting, or with regulatory compliance processes is preferred.



## Research Compliance Officer, Quality Improvement

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

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### Posting Details

#### I. JOB OVERVIEW

<b>Job Description Summary:</b>	<p>The Research Compliance Officer, Quality Improvement will report to the Director, Research Integrity and Compliance. The Quality Improvement Specialist will conduct internal monitoring and audits of Institutional Review Board (IRB) approved human subjects studies, animal study protocols, laboratory and radiation safety protocols, conflicts of interest management plans and other areas under research integrity. The specific duties of the position include the following:</p> <p>Conducts inspections of research related documents to assess compliance with human subjects protections regulations, other areas of research integrity, and institutional requirements.</p> <p>Prepares written reports to summarize inspection (monitoring and audit) findings.</p> <p>Serves as a resource for the research community through phone calls, appointments, and training for GW faculty, students, and staff.</p> <p>Performs other work related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.</p>
<b>Minimum Qualifications:</b>	<p>Bachelor's degree in an appropriate area of specialization plus 2 years of relevant professional experience. Degree requirements may be substituted with an equivalent combination of education, training and experience.</p>
<b>Required Licenses/Certifications/Posting Specific Minimum Qualifications:</b>	

<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"> <li>-Master's degree is desirable but not required.</li> <li>-2 years auditing/monitoring or research oversight experience with clinical trials/medical research preferred.</li> <li>-Direct experience as a Clinical Research Associate or Research Coordinator preferred.</li> <li>-Knowledge of Federal human subjects research regulations (FDA, HHS) and GCP Guidelines.</li> <li>- Certification by professional organization in the area of research compliance or regulatory affairs preferred.</li> </ul>
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## II. JOB DETAILS

<b>Campus Location:</b>	Foggy Bottom
<b>College/School/Department:</b>	Office Vice President of Research (OVPR)
<b>Family</b>	Research Administration
<b>Sub-Family</b>	Research Compliance
<b>Stream</b>	Individual Contributor
<b>Level</b>	Level 2
<b>Full-Time/Part-Time:</b>	Full-Time
<b>Hours Per Week:</b>	40
<b>Work Schedule:</b>	Monday through Friday, 8:30am-5:00pm
<b>Position Designation:</b>	Essential: Employees who perform functions that have been deemed essential to maintaining business or academic operations. Employees are generally expected to work from home during an event and may be asked to physically report to work.
<b>Telework:</b>	Yes

<b>Required Background Check:</b>	Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, and Sex Offender Registry Search, Credit
<b>Special Instructions to Applicants:</b>	
<b>Internal Applicants Only?</b>	No
<b>Posting Number:</b>	S006078
<b>Job Open Date:</b>	01/18/2017

## Assistant Director of Compliance

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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**Please see Special Instructions for more details.**

Applicants must include a resume, cover letter, and contact information for at least three (3) professional references with the online application. Application materials should clearly communicate how the applicant meets the required qualifications and additional requirements.

### Posting Details

#### Position Details

Employee Type	AP-Administrative Professional
University Title	Student Services Coordinator/Advisor 1
Working Title	Assistant Director of Compliance
College/Area	Presidential Units
Department	Presidential Units
Department Link	<a href="http://www.wsucougars.com">www.wsucougars.com</a>
Position Number	76825
Hiring Unit	Athletic Compliance
Work Location	Pullman
Zip Code	99164

<b>This position is in a Bargaining Unit</b>	No
<b>Summary of Duties</b>	<p>The position is responsible for administering and monitoring athletic financial aid and scholarship operations. Ensure compliance with National Collegiate Athletic Association (NCAA), Pacific-12 Conference, federal, state and institutional financial aid bylaws, rules, regulations, and policies that apply to prospective student-athletes, student-athletes, athletic department coaches and employees. This position provides financial aid services for the athletic department, student-athletes, and any related constituents the Compliance Office with preparing and monitoring the National Letter of Intent Program. Incumbent coordinates all athletic aid award notifications.</p> <p>Incumbent is responsible for inputting, monitoring, analyzing and updating award information into relevant internal computer systems on a daily basis. Incumbent is responsible for other programmatic areas and assists with the management of the Scholarship Office. This position monitors institutional and non-institutional camps &amp; clinics. This position is responsible for auditing recruiting activities utilizing ACS software. This position monitors student-athlete team and letter awards per NCAA bylaw 16. This position is vested with the overall responsibility to foster a spirit of teamwork, productivity and responsible management practices among the staff.</p>
<b>Additional Information</b>	View the <a href="#">Benefits Overview</a> for information regarding competitive benefits available.
<b>Appointment Status</b>	Permanent
<b>Job Appointment (FTE%)</b>	100
<b>Position Term in Months</b>	12
<b>Monthly Salary</b>	Commensurate with qualifications and experience

#### Position Qualifications

<b>Required Qualifications</b>	<p>Positions require a Bachelor's degree and two (2) years of professional work experience in student services or related education/experience. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-for-year basis.</p>
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<b>Additional Requirements</b>	<p>Experience with student financial aid programs.</p> <p>Strong computer background with working knowledge of Microsoft Word, Excel, Access, and mainframe applications.</p>
<b>Preferred Qualifications</b>	<p>Masters degree.</p> <p>Demonstrated knowledge of NCAA, Pacific-12 Conference rules and regulations with a specific background in a compliance environment.</p> <p>Familiarity with PeopleSoft and NCAA Compliance Assistant software.</p>
<b>Will this position require a background check?</b>	<p>This position has been designated by the department to require a background check</p>

#### Posting Detail Information

<b>Open Date</b>	02/17/2017
<b>Close Date</b>	03/06/2017
<b>Open Until Filled</b>	No
<b>Special Instructions to Applicants</b>	<p>Applicants must include a resume, cover letter, and contact information for at least three (3) professional references with the online application. Application materials should clearly communicate how the applicant meets the required qualifications and additional requirements.</p>
<b>EEO Statement</b>	<p>WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.</p> <p>WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and NSF ADVANCE Institutional Transformation programs (<a href="http://www.advance.wsu.edu/">http://www.advance.wsu.edu/</a>).</p> <p>WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.</p>

	WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.
<b>Posting Number</b>	20133135P

## **Applicant Documents**

### **Required Documents**

1. Resume
2. Cover Letter

### **Optional Documents**

### **Posting Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* The classification requirements for this position are a Bachelor's degree AND two (2) years of professional work experience in student services or related education/experience. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-for-year basis. Do you meet these classification requirements?
  - Yes
  - No
2. \* Do you have experience working with student financial aid programs?
  - Yes, three years or more
  - Yes, two to less than three years
  - Yes, one to less than two years
  - Yes, less than one year
  - No
3. \* How did you hear about this employment opportunity?
  - WSU Website
  - Personal Contact/Referral
  - Career Fair

- Professional Journal/Association
- Newspaper
- Radio
- Association of Public and Land Grant Universities (APLU)
- Chronicle of Higher Education
- Higher Ed Jobs
- Higher Education Recruitment Consortium (HERC)
- Indeed.com
- Inside Higher Ed
- State of Washington WorkSource
- Workplace Diversity
- US.jobs
- Facebook
- LinkedIn
- Twitter
- Other



# Athletic Compliance Officer

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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## Position Information

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For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

## Position Information

<b>Top Message</b>	<b>Both current Ohio State employees and the general public may apply for this unclassified professional position.</b>
<b>Message to Applicants</b>	
<b>Number of Positions Available</b>	1
<b>University Title</b>	Athletic Compliance Officer
<b>Working Title</b>	Asst. Director, Compliance
<b>Department</b>	Athletics
<b>Department Location</b>	Columbus
<b>Requisition Number</b>	425740
<b>Summary of Duties</b>	The Assistant Director of Compliance serves as a member of the compliance team that is committed to excellence and advancing the vision of the Department of Athletics through its strategic plan. The position reports to the Associate Athletics Director and works in conjunction with the compliance staff to implement NCAA, Big Ten and The Ohio State University regulations. This position will serve as the compliance liaison to several

	<p>sports programs. This position must be able to act with integrity and discretion as they will be exposed to sensitive and confidential information. Responsibilities include, but are not limited to: developing rules education curriculum for coaches, administrators, student-athletes and compliance staff; providing interpretive assistance to coaches, administrators and student-athletes and representatives of the institution's athletics interest; drafting waivers and petitions to the NCAA and Big Ten Conference; assisting with monitoring efforts in the areas of recruiting activities, student-athlete employment, initial and continuing eligibility, financial aid, and other duties as assigned. This position works in a fast-paced creative and collaborative team environment where change is embraced and innovation is encouraged.</p>
<b>Additional Information for Applicants:</b>	
<b>Pre Employment Screening</b>	<b>Requires the successful completion of a background check.</b>
<b>Required Qualifications</b>	Bachelor's Degree; 1-3 years' experience in an athletic compliance setting at an institutional, conference or national association level; strong computer skills, strong analytical skills, well-developed written and oral communication skills, and the ability to balance multiple projects; successful experience working in a collaborative and team oriented environment and act with integrity and personal accountability.
<b>Desired Qualifications</b>	Juris Doctor or Master's Degree
<b>Target Salary</b>	\$47,476 - \$47,476 Annually
<b>Job Category</b>	Administrative and Professional
<b>Job Appointment (FTE%)</b>	100.0
<b>Full/Part Time</b>	Full-time
<b>Temporary or Regular</b>	Regular
<b>Posting Start Date</b>	02/18/2017
<b>Posting End Date</b>	03/05/2017

# Associate Director of Privacy

<b>Job Title</b>	Associate Director of Privacy
<b>Company Name</b>	Stanford University
<b>Post Date</b>	2/10/2017 - 5/11/2017
<b>CHC Preferred</b>	YES
<b>Job Location</b>	Palo Alto, CA United States
<b>Job Description</b>	<b><i>Stanford University's Associate Director of Privacy has the opportunity to make a real difference in shaping a strategic and comprehensive privacy program.</i></b>

We are seeking a unique individual with a breadth of privacy experience to join our team of passionate professionals committed to promoting consistent, effective privacy practices at a world-class university.

Under the direction of the Chief Privacy Officer, the ideal candidate will bring a strategic and innovative approach to managing daily operations of the privacy program. They will thrive on the complexities of working with a diversity of stakeholders and advising on a wide range of privacy topics. The ideal candidate will manage and coordinate daily operations of the Stanford University Privacy Office, including, the daily operations of the privacy program; development, implementation and maintenance of policies and procedures; monitoring privacy compliance activities throughout the university; incident and breach response and management; and, administering privacy impact and risk assessments. This role may have direct reports.

The Stanford University Privacy Office is a division of the Office of Audit, Compliance, Risk and Privacy (ACRP) and strives to be a valued partner and advisor to students, faculty, management and members of the executive leadership.

## **Core Duties:**

- Performs or oversees initial and periodic information privacy risk assessment/analysis, mitigation and remediation.
- Ensures that appropriate privacy and confidentiality authorization forms, consents, notices of privacy practices, and other materials reflect current Stanford University practices and legal requirements.
- Maintains current knowledge of applicable federal and state privacy laws and industry best practices.
- Participates in the development, implementation, and ongoing compliance monitoring of University departments, schools, and their suppliers that access, use, process, maintain, and share highly confidential information, such as PHI and PII.

- Serves as an information privacy consultant to all Stanford University departments and schools.
- Develop, deliver and implement training (both broad-based and individualized) to the Stanford workforce, and assist in the development of communication programs to educate and update the Stanford community on compliance, risk and/or privacy requirements.
- Collaborate with constituents across the Stanford community on a wide-range of compliance/privacy-related topics. Maintain productive customer relationships.
- Develop and implement annual work plans to assess and review policies, practices and processes with requirements, and develop, implement and monitor corresponding corrective action plans.
- Recommend and prepare materials for board and senior management meetings.
- Monitor current compliance/privacy trends, legislation and activities, contribute to implementing best practices.

#### **Education & Experience:**

- Minimum Qualifications: Bachelor's degree and seven years of relevant audit, privacy, compliance or other relevant experience in higher education, health care, research-based non-profit organizations, or government contracting or combination of education and relevant experience.
- Preferred Qualifications: Graduate level degree in health information management, law, public policy, or data science.

#### **Knowledge, Skills and Abilities:**

- Demonstrated strategic planning experience
- 2+ years' experience operationalizing international privacy requirements
- Demonstrated skills in providing excellent service to customers/clients
- Demonstrated skills in collaboration, teamwork, and problem-solving to achieve goals
- Highly effective written, oral and interpersonal communication skills to address a wide variety of sophisticated audiences.
- Demonstrate professionalism, discretion and judgment through sound decision-making to obtain solutions through collaborative efforts with a wide-variety of offices and departments throughout Stanford University.
- Superior knowledge of state and federal statutes, laws and regulations, industry standards, trends and/or regulatory requirements in expertise subject area.
- Expert analytical and problem solving skills.
- Experience in conducting investigations.

- Ability to productively assemble, engages, and leads cross-functional teams and leading projects from start to finish.
- Demonstrated critical thinking skills and ability to implement strategic policy recommendations.

**Certifications and Licenses:**

- CIPP or CHPC certification

## **Senior Internal Auditor - 1700299**

**Job Title** Senior Internal Auditor - 1700299

**Company Name** Stony Brook University

**Post Date** 2/8/2017 - 5/9/2017

**Job** Stony Brook, NY

**Location** United States

**Job Description** Position Summary-Senior Internal Auditor - 1700299

The Senior Internal Auditor performs complex operational and financial audits while maintaining all organizational and professional standards. The Senior Internal Auditor proactively keeps the Director of Internal Audit and departmental Managers informed of the progress of audit reviews, and actively participates in internal audit risk assessments and work plan creation processes. The Senior Internal Auditor assists with the maintenance of in-house audit tools and performs other duties and special projects as assigned. Specific responsibilities of the Senior Internal Auditor include, but are not limited to, planning, designing and performing audit reviews of major systems or departments of the hospital which consist of examinations for adherence to accepted standards as well as review of systems for integrity, security, adequacy of controls, effectiveness and efficiency, compliance with legal requirements and consistency with management objectives; designing audit objectives and procedures, preparing audit programs, and writing audit reports; and may oversee the activities of other auditors designated to assist in the audits assigned and review their work.

Duties of a Compliance Analyst Medical Auditor may include the following but are not limited to:

- Conduct traditional internal audits of varying degrees of difficulty and complexity, independently or with minimal assistance.
- Educate hospital personnel on the hospital's Internal Control Assessment Program and validate their self-assessments.
- Provide guidance and technical direction to other internal audit staff.
- Evaluate performance of internal audit staff assigned to assist on projects.
- Seek ongoing training to gain additional expertise in healthcare auditing and professional standards.
- Attend team meetings, phone conferences, and training as needed.

- Other duties and responsibilities as assigned.

#### Qualifications

Required Qualifications: Bachelor's degree in Accounting, Business or Finance. Minimum of three years of healthcare experience, including a minimum of one year of internal audit or public accounting experience. Excellent oral and written communication skills. Effective interpersonal, critical thinking and analytical skills. Proficient with Microsoft Office Suite. Working knowledge of Institute of Internal Auditors (IIA) standards and demonstrable experience with electronic audit work paper tools and techniques, i.e. TeamMate AM. Experience with data analysis, i.e. ACL.

Preferred Qualifications: Master's Degree. At least one of the following certifications is preferred: Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

Special Notes: Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises. All Hospital positions are subject to changes in pass days and shifts as necessary. This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.

The selected candidate must successfully clear a background investigation. Prior to start date, the selected candidate must meet the following requirements: Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services (The hiring department will be responsible for any fee incurred for examination), submit (3) written references, and provide a copy of any required New York State license(s)/certificate(s). Please be advised that failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

Apply on-line at:

<https://stonybrook.taleo.net/careersection/11external/jobdetail.ftl?job=1700299>

The best ideas in medicine start with the best people. At Stony Brook Medicine, our highest calling is to put the power of ideas to work in our patients' lives. Stony Brook Medicine integrates and elevates all of our health-related initiatives: education, research and patient care. Stony Brook Medicine is Long Island's premier academic medical center. With 603 beds, we serve as the region's only tertiary care center and Level 1 Trauma Center, and are home to the Stony Brook Heart Institute, Stony Brook Cancer Center, Stony Brook Children's Hospital, Stony Brook Neurosciences Institute, and Stony Brook Digestive Disorders Institute. We also encompass Suffolk County's only Level 4 Regional Perinatal Center, state-designated AIDS Center, state-designated Comprehensive Psychiatric Emergency Program,

state-designated Burn Center, the Christopher Pendergast ALS Center of Excellence, and Kidney Transplant Center. It is home of the nation's first Pediatric Multiple Sclerosis Center.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We are committed to the creation of a diverse and inclusive campus climate. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

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**Official Job Title:** Associate for University Financial Analysis

**Job Field:** Compliance

**Primary Location:** US-NY-Stony Brook

**Department/Hiring Area:** Compliance and Audit Services-Stony Brook University Hospital

**Schedule:** Full-time Day Shift 8am-4:30pm **Pass Days:** Sat, Sun

**Posting Start Date:** Feb 7, 2017

**Posting End Date:** Mar 9, 2017, 11:59:00 PM

**Salary:** Commensurate with Experience

**Salary Grade:** MP4



**Director, Conflict of Interest Office**

**Job Title** Director, Conflict of Interest Office

**Company Name** University of California, San Diego

**Post Date** 12/6/2016 - 3/6/2017

**CHC Preferred** YES

**Job Location** La Jolla, CA  
United States

**Job Description** **UC San Diego**

**Director, Conflict of Interest Office**

**Extended Deadline: Tue 1/3/2017**

**Salary Range: \$90,000 - \$120,000 /year**

The Conflict of Interest Director has direct management responsibility for effective interpretation of the University of California Conflict of Interest Code (as promulgated by the California Fair Political Practices Commission), coordination of compliance standards for the San Diego campus (as defined by University conflict of interest policy), and monitoring of employee codes of conduct related to conflict of interest.

Additionally, this position independently coordinates, advises, staffs, and manages the activity of the Academic Senate's Independent Review Committee (IRC) on Conflict of Interest which reports directly to the Chancellor and which makes recommendations to eliminate, manage, or reduce conflicts of interest for all University research-related activities.

Consistent with Federal, UC Office of the President, and UCSD policies, this position conducts reviews of National Science Foundation and Public Health Service research as well as all privately sponsored research (non-profit, for-profit, etc.), service agreements and gifts for early identification and resolution of any issues that could be perceived as a Conflict of Interest (COI).

This position provides guidance to Vice Chancellors, Deans and Department Chairs and Organized Research Unit Directors and ensures effective coordination and cooperation of compliance with legal requirements as required by policy and implemented by campus COI policies.

Additionally, this position is responsible for effective functional area management, long-range planning for improvement of operational efficiencies and establishing strategic direction for conflict of interest administration.

## **QUALIFICATIONS**

- Proven comprehensive knowledge of/expertise in federal and state laws and policies that relate to the core areas of conflict of interest management: (1) financial conflict of interest in research, (2) conflict of interest in licensing intellectual property, (3) the use of university property and facilities, (4) conflicts of time or commitment, (5) purchasing of goods and services and, (6) employee codes of conduct.
- Demonstrated ability to consider forward-thinking issues at a policy level and formulate, implement, and manage creative recommendations/solutions.
- Proven ability to conduct complex analysis of existing administrative procedures and effectively recommend appropriate mechanisms for monitoring conflict of interest compliance, as well as devise creative solutions to manage conflict of interests based on interpretation and application of federal and state laws and policies.
- Effective supervision skills, including leadership ability to establish and maintain positive and productive goal-oriented working relationships and to facilitate a quality team and public services environment.
- Excellent supervisory skills to organize workload, delegate responsibilities, recruit, interview, select, train, evaluate, and perform corrective action/discipline (as necessary) with staff. Knowledge of University personnel policies and procedures.
- Demonstrated ability to exercise independent judgment and discretion in dealing with high risk, sensitive confidential conflict of interest matters.
- Ability to exhibit a high degree of political acumen, instill trust, and secure confidence of individuals at all levels of University management and funding agency organizational structure.
- Demonstrated ability to develop options and suggestions to mitigate conflict of interest issues.
- Demonstrated experience in systems evaluation and analysis from an operational perspective.

- Proven strong/dynamic interpersonal, including written and oral communication skills necessary to effectively interact with all levels of a multi-cultural and diverse environment, including senior management, academics, research, and administrative groups/individuals at the campus, Office of the President (OP), and national levels (including NIH Compliance/Regulatory Officers and executive level industry/for-profit personnel (including Presidents, Vice Presidents, CEOs etc.) in order to implement recommendations made by the Chancellor and the Institutional Review Committee (IRC) for the management of conflict of interest in sponsored research.
- Demonstrated original thinking and independent judgment. Superior analytical skills and proven ability to analyze complex issues and problems, formulate and implement creative and appropriate solutions, having evaluated all risks and consequences.

# Director of Research Compliance

**Job Title** Director of Research Compliance  
**Company Name** University of California Office of the President  
**Post Date** 3/10/2017 - 6/8/2017  
**Job Location** Oakland, CA  
United States  
**Job Description** Director for Research Compliance

The role of our **Compliance** programs at the University of California is to support the university's endeavors to fulfill its responsibilities to the people of California in an ethics-based environment that is compliant with applicable laws, rules and regulations and in which the public trust is maintained.

The Director for Research Compliance is a leadership role that brings together compliance leadership at all UC locations to help develop and support consistent compliance efforts systemwide.

The primary focus of the Director for Research Compliance is to collaborate, partner, direct and facilitate our systemwide research compliance programs; utilizing the systemwide risk assessment process to identify and assure mitigation of high risk areas in campus research; act as the single point of contact for the campuses and the Office of the President on research compliance issues; and to help mitigate risk across all compliance areas as needed.

Specifically, the person in this role will:

- Manage and develop systemwide operational and procedural research compliance programs and policies. In conjunction with appropriate UCOP and campus representatives, they will be responsible for leading efforts to ensure that systemwide research compliance standards, policies, procedures, and communication and training programs are in place and updated to meet changing state and federal agency requirements. Also, they will ensure that audit and compliance issues are well defined and root causes are identified.
- Work with UC location representatives to maintain systemwide research compliance standards across all functional areas. They will conduct systemwide monitoring initiatives to review campus practices and to provide recommendations for improvement, implement strategic policies when selecting methods, techniques and evaluation criteria for obtaining department results, and work with location representatives to ensure mechanisms are in place to provide recommendations for improvement and to enforce compliance standards.
- Convene systemwide compliance committees to review current compliance standards, practices and education and training materials. They will recommend best practices and advise senior management on controversial situations, customer negotiations, or influencing and persuading other senior level leaders, and aid all locations in their compliance efforts.

Here's what you will need for this role:

- Advanced degree in an area relevant to compliance, and at least five to eight years of professional experience with state and federal regulatory compliance in an academic research environment, or an equivalent combination of education and experience.
- Working knowledge of University policies and procedures relating to the conduct of research as well as understanding how federal and state regulations are applied at academic institutions.
- Ability to communicate, both verbally and in writing about specific compliance and ethics program issues and risk areas, and the ability to change the thinking of, or gain the acceptance of others in sensitive situations.
- Extensive experience in regulatory and statutory interpretation, demonstrated ability in monitoring applicable regulatory and statutory standards, and policy analysis.
- Experience and demonstrated understanding of research compliance in an academic research environment and of the use of systematic compliance programs to reduce liability for regulatory violations.
- Excellent qualitative and analytical skills as shown by work experience that demonstrates ability to identify, analyze and investigate potential problems; propose and develop action plans; and implement plans to resolve identified issues.
- Excellent oral and written communication skills that demonstrate the ability to effectively synthesize, convey, and explain information to individuals at all levels of the organization. Demonstrated ability to draft clear, concise, and logical reports, correspondence, and summaries.
- Demonstrated ability to work as a leader in a collaborative environment, to exercise good judgment, and to bring about consensus on sensitive and politically-charged issues among groups processing diverse opinions and research requirements.
- Demonstrated ability to work independently and prioritize projects for completion in a timely manner, and ability to work as a team member and maintain cooperative working relationships with others.
- Experience with state and federal regulatory compliance in an academic research environment.
- CCEP Certification or attained within six months of hire.

# Asst VP for Research Integrity

**Job Title** Asst VP for Research Integrity

**Company Name** Oregon State University

**Post Date** 3/9/2017 - 6/7/2017

**Job** Corvallis, OR

**Location** United States

**Job**

**Description** The Vice President of Research Office is seeking an Assistant Vice President for Research Integrity. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Vice President for Research.

The Assistant Vice President for Research Integrity will serve as the strategic leader of the Office of Research Integrity (ORI), which includes the Human Research Protections Program (HRPP), Animal Care and Use Program, the Research Conflict of Interest Program, the Diving Program, the Small Boat Program, and Export Controls and International Compliance.

The Office of Research Integrity is responsible for promoting compliance with all applicable federal and state laws and regulations for University research with broad impact across the University.

Responsibilities include developing, implementing, and evaluating short and long-range goals and objectives. This position provides the overall guidance and direction to support the development, implementation and enforcement of plans, policies, procedures, systems, programs and performance standards associated with compliance. The incumbent participates in the development of and directs the execution of the University and the Research Office strategic plans.

# Assistant Director, Sponsored Research Audit

**Job Title** Assistant Director, Sponsored Research Audit  
**Company Name** Princeton University  
**Post Date** 3/17/2017 - 6/15/2017  
**Job Location** Princeton, NJ  
United States  
**Job Description** **Requisition #** 2017-7164  
**Department** Audit and Compliance  
**Category** Financial Services and Procurement  
**Date Posted** 2/15/2017  
**Full-Time / Part-Time** Full-Time  
**Application Deadline** ..

## Overview

The Office of Audit and Compliance (OAC) serves as a proactive partner and trusted advisor to University management and departments to assess and mitigate risks that may have a significant impact on the achievement of the University's objectives. The goal of the OAC is to promote a culture of risk and compliance awareness at the institution through the services it provides. The OAC is seeking a competent candidate with high professional and ethical standards who will provide quality audit and advisory services to the University.

## Responsibilities

The Assistant Director, Sponsored Research Audit will primarily perform and/or manage compliance, financial, and operational audits, and consulting projects related to sponsored research at the University, in accordance with IIA standards. The Assistant Director is responsible for taking a leadership role in the development and maintenance of the risk/audit universe and related risk assessments used to develop the Internal Audit and Compliance Work Plan for sponsored research, and other audit focus areas as assigned by the Director. Other activities will also include the development of audit planning documentation, execution of audit work papers, coordination and review of the work performed by external firms for co-sourced audits, communication with management throughout the audit process, and follow-up on the implementation status of management's corrective action plans. Additionally, the Assistant Director will assist the Director with certain administrative activities including the management of project budgets and the review of external firm contract and billing agreements.

The Assistant Director position requires the ability to independently manage multiple concurrent projects, collaboration with external audit firms as required, strong written and verbal communication skills, leadership ability and extensive relationship building at the University and within the industry. The Assistant Director must demonstrate superior problem solving talents, strategic thinking, good interpersonal skills, and unique technical competency in the areas of sponsored research and government funded activities as well as an aptitude and willingness to deepen expertise in other functional areas within the OAC.

Reporting to the Director, Internal Audit, the individual will:

- Assist in developing the sponsored research compliance risk universe and audit plan. Ensure both are well scoped, discussed with management, and finalized for inclusion in the Internal Audit and Compliance Work Plan.
- Assist management in the design of policies, procedures and systems in order to enhance compliance reporting and management of sponsored and government funded research related activities.
- Plan audits by assessing the overall risk in the audit focus area, partnering with the auditee department management to define the audit scope and objectives, project resource requirements, timing, and budgets.
- Design a detailed audit program, conduct interviews, document and analyze processes and apply critical thinking to evaluate risks and controls, and assess compliance with external regulations and University policies, related to sponsored research. Ensure audit documentation meets departmental and professional quality standards.
- Communicate observations to auditee department management during the course of the audit; and partner with clients with a solution and service oriented approach to provide value added recommendations and monitoring tools.
- Assist in coordinating and reviewing work performed in co-sourced audits. Work with external firms to ensure key compliance risks are appropriately identified, evaluated and documented.
- Prepare professional audit reports for review by the Director and subsequent distribution to auditee department management. Ensure findings and recommendations are well developed, properly supported, quantified where applicable, reasonable and actionable.
- Demonstrate foresight, superior judgment and the ability to develop creative solutions, using a risk based approach, in the performance and management of all tasks.
- Maintain close working relationships with central University offices, sponsored research colleagues and leadership to continually endeavor to enhance the compliance environment.
- Serve as the OAC representative on University-wide oversight committees for major sponsored research related initiatives.
- Perform special projects and work in other audit and compliance focus areas, as required.
- Network with colleagues from professional associations and other Universities to share information on industry risks and benchmark best practices.
- Keep up to date with the latest regulatory requirements and federal guidance as well as develop and maintain a network in the sponsored research community to support the work performed in the OAC.

This role is Princeton-based and does not require travel outside of the area.



## **Qualifications**

### **Essential Qualifications:**

- High ethical standards representative of Princeton University's commitment to excellence.
- BA/BS or an advanced degree in accounting, business, or a related field.
- CIA, CPA, CGMA or a related certification or commitment to pursue.
- 5+ years of experience in, federal grants management, sponsored research accounting/auditing, internal auditing, or public accounting.
- Knowledge of GAAS and IIA professional standards.
- Demonstrated ability to understand and apply complex federal sponsored research regulations, preferably within a University/non-profit or government agency environment.
- Demonstrated ability to understand and interpret contractual requirements from government agencies, and to work directly with agency representatives to support reviews, inquiries and audit plan completion.
- Good understanding of business processes, ability to assess risks and recommend controls, outstanding verbal and written communication skills, and excellent interpersonal skills to deal with all levels of personnel throughout the University.
- Strong organizational, project and time management skills.
- Demonstrated experience leveraging technology, strong data analytic skills and the ability to interpret complex data with respect to regulations, policies and fraud related activities.
- Ability to work independently with minimal supervision, as a functional leader, in a team environment.
- Self-motivated, enthusiastic, and committed to quality and continuous improvement.

### **Preferred Qualifications:**

- Operational knowledge of sponsored research; and experience in a non-profit organization. Academic institution or academic medical center experience is a plus.
- Working knowledge of the COSO framework, OMB circulars and A-21, A-110, A-133 and/or Uniform Guidance.
- Working knowledge of the DOE OIG Audit Manual.
- Advanced degree in business, finance, or related field.
- Knowledge of COEUS.
- Understanding of financial, grants management, budgetary and/or travel and expense systems.

Princeton University is an **Equal Opportunity/Affirmative Action Employer** and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. **EEO IS THE LAW**

**Salary Grade**

ADM, 080

**Standard Weekly Hours**

36.25

**Eligible for Overtime**

No

**Benefits Eligible**

Yes

**Essential Services Personnel (see policy for detail)**

No

**Physical Capacity Exam Required**

No

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# Senior Vice President, Chief Compliance & Audit Officer

**Job Title** Senior Vice President, Chief Compliance & Audit Officer  
**Company Name** University of California  
**Post Date** 3/17/2017 - 6/15/2017  
**Job Location** Oakland, CA  
**United States**  
**Job Description** **Senior Vice President, Chief Compliance & Audit Officer, University of California**  
**Reporting Relationship**

The Chief Compliance and Audit Officer reports to the Regents and receives administrative supervision from the President.

## About the University of California

The University of California ("UC") is one of the world's leading public university systems, with 10 campuses, five medical centers, three national laboratories, a total enrollment of 264,426 in more than 150 academic disciplines and over 600 graduate degree programs. UC campuses are prominent in national and world rankings across a variety of metrics. Recent assessments in which UC has excelled include U.S. News and World Report, Times Higher Education, Washington Monthly, Sierra Club's Sierra Magazine, and the Academic Ranking of World Universities. Six campuses ranked in the top 50 US National Universities of 2017 by U.S. News & World Report. The UC faculty and staff is truly world-class - having won multiple honors and awards including 62 Nobel Prizes, 67 National Medals of Science, 16 Pulitzer Prizes, 90 MacArthur "Genius" grants, and 264 Fulbright Awards.

## Position Summary

The Senior Vice President, Chief Compliance and Audit Officer ("SVP") directs the University of California's systemwide Compliance and Audit programs applicable to the ten campuses, five medical centers, the national laboratories managed for the Department of Energy, the Office of the President and all related University activities. The specific functions managed by this position include: Compliance and Ethics Training; Compliance Standards and Procedures; External Audit; Internal Audit; Investigations; Monitoring and Communications; Program Evaluation; Regental and UC Policy Compliance; Reporting Mechanisms; Risk Assessment; Special Area Compliance (Athletics, Research, Hospital, Environmental Health and Safety); and Statutory and Regulatory Compliance.

The SVP will communicate directly with the Board of Regents and the Regents Committee on Audit regarding all elements of meaningful compliance and audit programs, including providing annual reports on compliance with applicable laws, regulations and University policies. S/he will direct the UC's internal and external audit functions to ensure compliance with University policies and procedures. Accordingly, s/he will also:

- Lead, inspire and continue to nurture a well-regarded team comprised of compliance, investigations and audit professionals based at The Office of the President as well as throughout the UC's campuses, medical schools, research facilities and laboratories.

- Conduct internal audits and facilitate audits by the University's external auditor to monitor compliance with applicable statutes and policies and to identify, for corrective action, instances of noncompliance.
- Direct the development and implementation of communication and reporting mechanisms with executive leadership at the Office of the President and campuses, academic medical centers and laboratories to ensure appropriate compliance and audit programs are implemented systemwide.
- Develop periodic goals in ethics and compliance on the basis of risk assessment for the UC system generally and for the Office of the President.

The SVP is a highly-visible external and internal liaison and advisor, coordinating activities with other functions such as the Office of General Counsel, Risk Management, Controllers, Human Resources, EHS and hospital/health services, among others. As the leader of the systemwide Compliance and Audit functions, s/he will also:

- Establish and seek guidance and input from an Ethics and Compliance Advisory board that will provide advice and support for the Office of Compliance and Audit.
- Work with appropriate UC leadership to develop and implement training in Ethics and Compliance.
- Oversee the review of results of audits conducted at the campuses, medical centers, Department of Energy laboratories, and other entities to monitor the quality of local audit procedures and to detect trends that might require system wide audits or other interventions.
- Develop and maintain strong relationships with other entities including institutions of higher education, private and publicly-traded companies to ascertain and evaluate best practices in this field.
- Act as the University's senior compliance and audit representative with all external groups including legislators, local communities, media and UC alumni/donors.

### **Qualifications**

The successful candidate will be a highly intelligent strategic thinker with a demonstrated record of leadership in Compliance and/or Audit within large and complex organizations. S/he will possess outstanding interpersonal skills with the ability to lead, generate confidence in others, resolve conflicts and drive consensus. The SVP will have experience calibrating and managing risk with an understanding of the big picture as well as the ability to prioritize accordingly. S/he will be an effective problem-solver, nimble and able to manage through challenges or issues to successful resolution. In addition, s/he will be skillful at balancing organizational mandates, relationships and needs while exercising independent judgment, able to evaluate and raise potentially sensitive or contentious issues in a timely and constructive manner. Knowledgeable and respected, the SVP will possess the gravitas to deliver advice, direction and guidance in a highly-credible manner.

Candidates will possess a minimum of 10 years of experience. Experience in higher education, including academic medicine, is highly desirable. Candidates should possess a bachelor's degree or higher or equivalent experience. A CPA and/or law degree is preferred.

# Director of Privacy, Ethics & University Compliance Officer

**Job Title** Director of Privacy, Ethics & University Compliance Officer  
**Company Name** Duke University  
**Post Date** 3/27/2017 - 6/25/2017  
**Job Location** Durham, NC  
**Job Location** United States  
**Job Description** **Background:** The University Compliance Officer (UCO) is the Director of the Duke University Privacy, Ethics and Compliance Program. This role is responsible for guiding an effective federated compliance structure through a combination of centralized assurance, compliance liaison oversight and coordination, ongoing evaluation of compliance program performance to reduce risks of noncompliance, and methods to detect and prevent conduct that may represent noncompliance or nonconformity with defined institutional risk tolerance.

## **Reporting Relationship:**

The UCO reports to the Executive Director of Audit, Risk and Compliance (the chief audit and compliance officer). The UCO provides regular updates to the Audit, Risk and Compliance Committee of the Duke University Board of Trustees and, upon request, may speak privately with the committee.

## **Occupational Summary:**

The UCO plays a vital role in supporting Duke's commitment to excellence and integrity and fulfillment of its commitments to stakeholders. The UCO provides leadership and guidance in establishing and implementing an effective compliance and privacy program that addresses regulatory requirements applicable to an elite international university, first tier research institution and academic medical center conducting clinical trials.

The UCO leads the compliance and privacy program through consultative and constructive interaction with the compliance risk owners, managers and liaisons. Success depends on a risk-based approach to define priorities; a commitment to foster strong relationships and open communication among the stakeholders; and dedication to cultivating behaviors and actions that uphold and reinforce integrity, accountability and transparency. The UCO conducts periodic risk assessments to identify potential areas of compliance vulnerability and risk, and acts as an advisor to the institutional compliance risk owners and decentralized compliance risk management leadership.

In support of the institutional risk management program, the UCO conducts an annual facilitated compliance risk assessment with senior leaders responsible for various aspects of statutory and regulatory activities. Based on the annual risk assessment and the prevailing enforcement landscape, the UCO coordinates assurance reviews and monitoring activities to evaluate policies, processes, responsibilities and outcomes that support compliance with applicable statutory, regulatory and other standards. The UCO sets priorities and supervises teams dedicated to executing the compliance program responsibilities for research compliance assurance, privacy, institutional ethics and compliance monitoring.

The UCO serves on various internal working groups, steering committees and advisory boards in the role of compliance advisor and/or compliance program oversight. These

include standing and ad hoc groups for research protocol reviews, occupational and environmental safety, conflict of interest, privacy, policy development, international activities, and emerging risks.

The UCO must exhibit independence and objectivity in reviewing and evaluating compliance policy, programs, processes, activities, and reported issues or concerns. The UCO must also demonstrate creativity, foresight and exceptional judgment in thought, actions and relationships.

**Responsibilities:**

- Manage the university privacy, ethics and compliance program
  - Maintain an ongoing compliance risk assessment process
  - As requested or necessary, provide consultation to senior management regarding risks or potential noncompliance events
  - Identify and develop initiatives to address and resolve areas of compliance concerns or emerging risks
  - Coordinate resolution of issues with senior leadership and/or management of the compliance areas or business units
  - Maintain a working understanding of the contemporary compliance landscape
  - Cultivate relationships with peers and subject matter experts to facilitate anticipatory evaluation of new regulations, enforcement focus or other compliance initiatives
  - Serve as primary point of contact for the ethics and compliance hotline, including coordinating investigations and follow-up activities
  - Administer the compliance program and coordinate with the internal audit function
  - Recruit, develop and supervise staff
  - Prepare updates and reports for senior leadership, steering committees and governing boards
  - Represent the privacy, ethics and compliance program on internal working committees and review boards
  - Maintain a close working relationship with general counsel and the information security office
  - Ensure program effectiveness by addressing governmental and governing body requirements, including Federal Sentencing Guidelines criteria
  - Apply sound and balanced risk evaluation and risk mitigation perspective
- Required Qualifications

**Education:**

Bachelor's degree required; advanced degree preferred. Demonstrated collaborative leadership, thoughtful communication and sincere interpersonal style. Significant experience in assessing compliance risks, evaluating compliance program performance and leading high- performing teams in a complex environment. Working knowledge of university, research and academic medical center activities.

**Experience:**

Minimum of 10 years of compliance experience and progressive leadership responsibilities in an academic, research or other complex compliance environment, with working knowledge or experience in sponsored program management, human subjects research, privacy requirements, clinical trials, responsible conduct of research, regulatory affairs, lab safety and biosafety, environmental health and safety, athletics compliance, and international activities.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, genetic information, gender, gender expression, gender identity, national origin, race, religion, sexual orientation, or veteran status.

Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

# Ethics Officer

<b>Job Title</b>	Ethics Officer
<b>Company Name</b>	Northern Illinois University
<b>Post Date</b>	3/29/2017 - 6/27/2017
<b>Job Location</b>	DeKalb, IL United States
<b>Job Description</b>	Northern Illinois University is committed to maintaining an ethical environment for employees and participants with our university community. As an institutional standard, all faculty, staff, and administrators are expected to act in an ethical manner. NIU strictly abides by the State Officials and Employees Ethics Act, the Illinois Governmental Ethics Act, and the Illinois Whistleblower Protection Act. By statute, each state university and state agency in Illinois has an Ethics Officer, appointed by the agency head. The Northern Illinois University Ethics Officer is appointed by the University President.

- Monitors compliance with both state and federal requirements.
- The Ethics Officer also serves as the liaison between the University, and the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG), and is frequently called upon to assist the OEIG in conducting OEIG investigations. The primary function of the OEIG is to investigate fraud, abuse, and violations of laws, rules, and policies in governmental entities. The OEIG also has responsibility for investigating alleged violations by those doing business with entities under its jurisdiction.
- Assist in developing and administering annual ethics training;
- Reviews the annual Statement of Economic Interests forms for University officers and other specific staff members;
- Maintain an updated Revolving Door list of certain University employees;
- Provide guidance on interpretation and implementation of the State Officials and Employees Ethics Act, the Illinois Governmental Ethics Act, and the Illinois Whistleblower Protection Act. Interpretation of ethics requirements is based on court decisions, Attorney General opinions, and the findings and opinions of the Illinois Executive Ethics Commission.
- The Ethics Officer so serves as a repository for Whistleblower complaints, and alleged retaliation for Whistleblowing complaints. Illinois law and University policy protect employees who, in good faith, report or threaten to report an act or omission they believe to be a violation of law, policy, or procedure. The Ethics Officer is frequently called upon to conduct administrative investigations to determine whether or not allegations of wrongdoing are founded or unfounded.

## Required Qualifications:

- Position requires a minimum of a bachelor's degree.
- Proven working experience in related field.
- Work experience in conducting simple to complex investigations.



- Prior work experience reading statutes, regulations, and legal opinions.
- Experience preparing and reviewing investigative reports and summaries of findings.
- Ability to work in sensitive situations and maintaining high level of discretion and confidentiality.
- Effectively and professionally work with diverse members of the university community in investigations.
- Must have strong written and verbal communication skills.
- Demonstrated organizational skills, ability to work independently with minimum supervision.
- Proven ability to work in a fast-paced environment adhering to strict deadlines.

Preference will be given to those with advance degree and/or experience working in the legal profession, public safety or human resources.

Apply online at <https://employment.niu.edu/postings/23042>

Required documents include cover letter, resume/curriculum vitae, transcripts, list of references. Applicants may be required to provide current letters of recommendation prior to interview.

In accordance with applicable statutes and regulations, NIU is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

# Executive Director of Institutional Compliance

**Job Title** Executive Director of Institutional Compliance

**Company Name** Boise State University

**Post Date** 4/4/2017 - 7/3/2017

**Job** Boise, ID

**Location** United States

**Job** **Position Overview:**

**Description**

Boise State University, powered by creativity and innovation, stands uniquely positioned in the Northwest as a metropolitan research university of distinction. Interested applicants are encouraged to apply for the position of Executive Director of Institutional Compliance. This position is responsible for developing, implementing and maintaining an effective institution-wide compliance and ethics program designed to prevent, monitor, detect and respond to non-compliance. The Executive Director of Institutional Compliance will ensure that allegations of discrimination and/or other policy violations are promptly and fairly investigated and resolved.

## **Essential Duties and Responsibilities:**

- Develop and maintain organizational compliance program.
- Develop an annual work plan to address high-level compliance related risks identified through assessment program.
- Investigate (or initiate investigation of) all issues of substance that arise through ethics and compliance reporting system or other monitoring activities. Ensure that appropriate action is taken by management in the event of non-compliance.
- Oversee all discrimination-based investigations including Title IX, Title VII, Title VI, Title II, Section 504 or other protected class complaints; ensure the University is in compliance with EO/AA requirements.
- Market and manage the University's anonymous ethics and compliance reporting system.
- Manage all aspects of agency audits including on-site visits, correspondence, negotiating closing agreements, and ensuring ongoing compliance with agreements.
- Develop, coordinate, and participate in educational and training programs to enhance awareness of compliance requirements and responsibilities.
- Follow the training programs with an audit program to ensure that the functional offices are conducting their operations in compliance with applicable requirements.
- Chair an operational compliance committee. Assist members in understanding compliance requirements and ensure appropriate compliance practices are in place.
- Provide timely and accurate system of completing mandated forms, reports, assessments, and audits as required by various agencies.
- Provide AVP for Campus Operations with annual consolidated compliance report for review by the State Board of Education.

- Provide leadership, training, evaluation of at least 5 full time staff members. Plan lead work, delegate work, and evaluate work/performance as necessary.
- Maintain allocated budget.

**Qualifications:**

**Minimum Qualifications:**

- Bachelor's degree or equivalent professional experience
- 8 years' experience including 5 years' managerial experience with:
  - Experience conducting or overseeing workplace and/or student conduct investigations.
  - Experience managing federal and/or state agency audits/compliance reviews.
  - Experience interpreting and operationalizing statutory, regulatory and sub-regulatory requirements.

**Preferred Qualifications:**

- Master's degree or Juris doctorate degree
- Experience investigating or overseeing Title IX complaints
- Higher education employment experience

**The successful candidate will possess the following competencies:**

- Demonstrated independent decision-making, problem solving and planning skills
- Attention to detail
- Ability to communicate effectively orally and in writing
- Dispute resolution skills
- Ability to work with individuals at all levels of the organization
- Ability to handle multiple projects with competing deadlines

**Salary:** \$111,400+ DOE, plus an excellent benefits package.

Please upload a cover letter and resume when applying for this position. Applications must be submitted by May 03, 2017.

Email  
Resume  
To:  
Apply  
Online:

<https://boisestate.taleo.net/careersection/ex/jobdetail.ftl?job=170343>

# Manager of Policy Development

**Job Title** Manager of Policy Development  
**Company Name** Baylor University  
**Post Date** 4/17/2017 - 7/16/2017  
**Job Location** Waco, TX  
**United States**  
**Job Description** **Manager of Policy Development**  
**Baylor University**

## Position Overview

Baylor University is seeking Manager of Policy Development to support the Chief Compliance Officer by assisting in the review of current Baylor policies. This will include determining if an existing policy should be amended or revoked, as well as writing new policies to address Federal or State statutory and regulatory. Additionally this position will create and maintain a centralized repository of all University policies.

The successful candidate for this position will:

- Must have previous experience analyzing and writing compliance policies
- Have strong analytical, research, and writing skills
- Be detail-oriented and a strategic thinker
- Possess the ability to work collaboratively with subject matter experts in other departments

## Qualifications

A Bachelor's Degree, three years of relevant work experience, and a Christian faith are required. A Juris Doctorate degree, and five years of relevant work experience are preferred. A Master's degree will also be accepted as a preferred credential.

## The Baylor Experience

Working at Baylor is so much more than simply having a job! As part of the Baylor family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic automatic retirement contributions\*, they also get to *experience* Baylor.

- Experience the culture of working for an institution consistently ranked as a “Great College to Work For” by The Chronicle of Higher Education
- Experience a mission driven organization based on a strong Christian commitment ([baylor.edu/about](http://baylor.edu/about))
- Experience Baylor academics with outstanding tuition remission for staff and qualified dependents\*
- Experience our beautiful campus with access to libraries, museums, and recreational facilities such as our fitness center, athletic courts, an indoor swimming pool, and the Baylor marina to name a few
- Experience our great dining facilities and enjoy an employee discount

- Experience Baylor athletics with reduced admission or free access to athletic events
- Experience Baylor through many more wonderful events and programs that take place on campus each year

\*For more details and eligibility requirements, please visit [www.baylor.edu/hr](http://www.baylor.edu/hr)

#### **To Apply**

View the full position description: **Manager of Policy Development**. Please submit an on-line application at <https://jobs.baylor.edu> along with a cover letter and resume.

#### **About Baylor**

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among ***The Chronicle of Higher Education's "Great Colleges to Work For."*** Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 16,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, ***Pro Futuris***.

*Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.*

[www.baylor.edu](http://www.baylor.edu)

Apply Here: <http://www.Click2Apply.net/rpk6pbmv9ktwnpdj>

PI97535383

Email

Resume To:

Apply

Online: <http://www.Click2Apply.net/rpk6pbmv9ktwnpdj>

# Manager of Compliance Training and Monitoring

**Job Title** Manager of Compliance Training and Monitoring  
**Company Name** Baylor University  
**Post Date** 4/18/2017 - 7/17/2017  
**Job Location** Waco, TX  
United States  
**Job Description** **Manager of Compliance Training and Monitoring**  
**Baylor University**

## Position Overview

Baylor University is seeking a Manager of Compliance Training and Monitoring to coordinate compliance training for the University. This position will work with departments to identify training needs and recommend appropriate delivery systems, as well as assist with compliance monitoring. A background in auditing, compliance, or risk management is highly desired. The ability to update and maintain a website is also highly desirable.

The successful candidate for this position will:

- Have strong analytical abilities and demonstrate wise independent judgment
- Be detail-oriented and a strategic thinker
- Possess the ability to work collaboratively with subject matter experts in other departments

## Qualifications

A Bachelor's Degree, three years of relevant work experience, and a Christian faith are required. A Juris Doctorate degree, and five years of relevant work experience are preferred. A Master's degree will also be accepted as a preferred credential.

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- Experience Baylor academics with outstanding tuition remission for staff and qualified dependents\*

- Experience our beautiful campus with access to libraries, museums, and recreational facilities such as our fitness center, athletic courts, an indoor swimming pool, and the Baylor marina to name a few
- Experience our great dining facilities and enjoy an employee discount
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\*For more details and eligibility requirements, please visit [www.baylor.edu/hr](http://www.baylor.edu/hr)

### **To Apply**

View the full position description: **Manager of Compliance Training and Monitoring.**

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[www.baylor.edu](http://www.baylor.edu)

### **Apply Here**

PI97535445

**Email**

**Resume To:**

**Apply**

**Online:**

<http://www.Click2Apply.net/6k4s4hcnf2rtr6t9>

# Ethics and Compliance Specialist

**Job Title** Ethics and Compliance Specialist  
**Company Name** Laureate Education  
**Post Date** 5/1/2017 - 7/30/2017  
**Job Location** Miami, FL  
**Job Description** Ethics & Compliance Specialist  
Laureate Education Inc. – Miami office

## Job Description

The successful candidate will coordinate, manage, and maintain Laureate's Ethics & Compliance global web-based training program, and other E&C projects. The candidate will work closely with the training system vendor and Corporate E&C personnel, as well as HR, IT, and Operations personnel around the world.

Fluency in oral and written English and Spanish required.

Key activities include:

- Creating roll-out plans for different types of training
- Preparing courses for training campaigns
- Setting up, managing, and maintaining training campaigns by:
  - managing user profile data in the system
  - loading data
  - running reports
  - performing QA of content
  - providing ongoing user technical support, including: non-delivery, password, and other issues
- Building relationships with HR, IT, Operations, and other personnel around the world
- Coordinating with HR personnel to:
  - review courses and communications for local population
  - determine relevant employee populations and gather employee data
  - track training completions
- Coordinating with IT and Operations personnel to:
  - prepare the environment for online learning rollouts, including technical and operational capabilities



- train other administrators around the world for them to support local users and deployments
- Coordinating with the system vendor regarding system issues and support
- Managing four different sites for web-based training
- Maintaining the Ethics & Compliance Web-Based Training Manual
- Assisting with other Ethics & Compliance databases:
  - tracking in-person training attendance data
  - Third-Party Due Diligence Program
- Managing the Ethics & Compliance team calendar
- Maintaining content on the Ethics & Compliance intranet site
- Performing other duties and managing Ethics & Compliance projects as management deems necessary from time to time.

### **Desired Skills**

- Ability to work independently and as a team member
- Ability to manage and coordinate multiple projects at the same time
- Ability to establish priorities, perform routine tasks efficiently and accurately
- Detail oriented, and the ability to record, organize, and communicate detail
- Problem solving and analytic skills
- Ability to gather data, compile information, prepare reports
- Excellent written and oral communication skills, in English and Spanish
- Proficient in Microsoft office, especially Excel
- Propensity and willingness to learn new technologies
- Able to work in a fast-paced environment and handle multiple tasks concurrently

### **Education and Experience**

- Undergraduate degree required
- Experience in system administration and project management preferred

### **Company Description**

With a presence in 30 countries and serving more than 1 million students worldwide, *Laureate Education* is the leading provider of post-secondary education on an international scale. The Company is dedicated to helping its students reach their highest

potential and supporting their achievement of personal and professional goals. Laureate brings to its universities and students a global perspective blended with a local point of view, creating a truly multicultural, career-oriented educational experience. For more information, visit [www.laureate.net](http://www.laureate.net).

**Questions?**

**Call:** 443-627-7517

**Email**

**Resume To:**

**Apply**

**Online:** <https://jobs.laureate.net/job/miami/ethics-and-compliance-specialist/673/4403465>