



**MONTCLAIR STATE**  
UNIVERSITY



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Position Specification

# Director of Compliance

This Position Specification is intended to provide information about Montclair State University and the position of **Director of Compliance**. It is designed to assist qualified individuals in assessing their interest in this position.

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OFFICE OF HUMAN RESOURCES

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# Overview: Montclair State University

Montclair State was founded in 1908 as the New Jersey State Normal School in Montclair and conferred degrees to its first class of 45 graduates in 1910. Today, it is a leading institution of higher education in New Jersey that is consistently ranked by *U.S. News & World Report* in the top tier of Northern Regional Universities.

More than 20,000 undergraduate and graduate students are enrolled in the University's six colleges and schools. Together, the College of the Arts; the College of Education and Human Services; the College of Humanities and Social Sciences; the College of Science and Mathematics; the School of Business; and The Graduate School offer more than 300 majors, minors, concentrations and degree certificates.

Campus life is vibrant and varied. Student athletes compete in 17 Division III varsity sports. More than 120 organizations and clubs serve student interests.

While the University offers all the resources of a leading public research institution, a student to teacher ratio of 17 to 1 and average class size of 22 provide students with individualized attention from a top-tier faculty.

The dynamic diversity of the University's community is regularly recognized. *The Hispanic Outlook in Higher Education Magazine* regularly ranks Montclair State as a top college for Hispanics. *Diverse Issues in Higher Education* named the University a "Top Degree Producer" among institutions that confer the most degrees to minority students.

Long a leader in educational innovation, Montclair State was the first New Jersey state college to offer master's degrees and the first state institution to offer a doctoral program. Montclair State broadcast the nation's first educational television programs. Its New Jersey School of Conservation is the nation's largest and oldest university-operated environmental education center. The campus is home to a number of leading edge centers, including the world's first Center for Quantitative Obesity Research and the innovative Feliciano Center for Entrepreneurship.

A center for the creation of new knowledge, development of existing knowledge and center for artistic excellence and creativity, the University partners and collaborates at local, state, national and international levels to make positive contributions to addressing issues of importance to society, to enable students to experience their ability to use knowledge in constructive ways in the world, and to share its rich array of intellectual and cultural resources with the people of New Jersey.

# Montclair, New Jersey: An Exceptional Location

The University's park-like, 250-acre campus is primarily located in Montclair, New Jersey, a diverse, affluent suburban community of nearly 38,000 residents. A picture-perfect college town, Montclair is filled with cafés and bistros, boutiques and restaurants, movie theaters and art galleries. It is home to the Montclair Film Festival, and the Montclair Art Museum, which is nationally known for its diverse collections. Live theater venues include the Montclair Operetta Company and the Wellmont Theatre.

There are numerous parks and nature reserves in Montclair, as well as public tennis courts, skating rinks and swimming pools. The town is home to minor league baseball's New Jersey Jackals, a rugby club and a cricket team.

Montclair's public schools serve students from kindergarten through grade 12, as do a number of private and parochial schools.

The neighboring towns of Bloomfield, Clifton and Little Falls each offer restaurants and shops and cultural activities to explore, while Newark – New Jersey's largest city and hub for professional sports and big-name concerts – is minutes away.

Montclair is just 14 miles west of New York City and all that it has to offer. Two campus train stations provide regular service into and out of Manhattan.



# The Opportunity

Montclair State University is seeking a dynamic leader to serve in a key leadership role overseeing the University's compliance with all federal and state employment laws and regulations. This is a highly visible role reporting directly to the Vice President for Human Resources. This is an exciting opportunity for an individual to spearhead and develop training programs, implement best practices and develop an outreach strategy to support EEO and affirmative action compliance in a leading higher education institution.

## Duties and Responsibilities

The Director of Compliance prepares and updates the University's Affirmative Action Plan, ensures compliance with federal and state employment laws and reporting requirements, and maintains productive relationships with enforcement agencies. Director of Compliance also:

- Conducts investigations, prepares internal recommendations and reports, and drafts formal responses to DOE, EEOC, DOL, and OFCCP
- Monitors federal and state judicial, legislative, and regulatory developments impacting the University's EEO and affirmative action
- Oversees analysis of data, cases and practices to identify current challenges, while developing guidelines to advance University's commitment to EEO and affirmative action
- Develops training programs, best practice toolkits, and outreach strategies to support EEO and affirmative action compliance
- Provides guidance to senior leadership on EEO, affirmative action and related matters

## Qualifications

- Law degree from an ABA accredited law school; Bachelor's or Master's degree
- At least three years of experience in a higher education setting directly related to the duties and responsibilities specified
- Comprehensive knowledge of federal and state laws, regulations, and executive orders pertaining to affirmative action and equal employment opportunity (ex. Title IX, Title VII, EO 11246, ADA, ADEA, EPA, FMLA, FLSA, USERRA)
- Experience conducting internal investigations, preparing and implementing affirmative action plans and EEO policies, and drafting position statements and related communications to federal and state enforcement agencies
- Excellent writing ability, communications and interpersonal skills

## Leadership



Susan A. Cole, President

Dr. Susan A. Cole assumed office in September of 1998 as the eighth president of Montclair State University, which is the second largest university in New Jersey, with 19,500 graduate and undergraduate students. Dr. Cole served as President of Metropolitan State University in Minneapolis/St. Paul, Minnesota from 1993 to 1998 and, prior to that, as Vice President for University Administration

and Personnel at Rutgers, The State University of New Jersey, Associate University Dean for Academic Affairs at Antioch University, and a faculty member at The City University of New York.

Dr. Cole serves on the boards of the Liberty Science Center, the Montclair Art Museum, the New Jersey Performing Arts Center Council of Trustees and Peapack-Gladstone Bank; as Chair of the New Jersey Presidents' Council; and on the American Association of State Colleges and Universities Person Center for Professional Development. She was appointed by Governor Christie as New Jersey's representative to the Education Commission of the States, and by the U.S. Secretary of the Interior to the Paterson Great Falls National Historical Park Advisory Commission. She served on Governor Christie's Executive Transition Team and chaired its Education Subcommittee. She also served on the Property Tax Convention Task Force, appointed by Governor McGreevey, as co-chair of Governor McGreevey's Higher Education Transition Team and on his Education Cabinet, as co-chair of Governor DiFrancesco's World Class Economy Task Force, and as a member of Governor Whitman's trade missions to South America and Asia.

Dr. Cole earned three degrees in English and American literature: a BA from Barnard College, Columbia University and an MA and PhD from Brandeis University. Dr. Cole writes and speaks extensively about current issues in American higher education.



Jerry M. Cutler, Vice President  
for Human Resources

Jerry M. Cutler was appointed Vice President for Human Resources in February 2014. He provides leadership in the areas of Talent Acquisition, Classification, Compensation, EEO/Affirmative Action, Payroll, Benefits, Labor and Employee Relations, Organizational Development and Training, and HRIS. Jerry previously

served as Assistant Attorney General and Principal Counsel to the Maryland State Labor Relations Boards, as Director of Human Resources for the University of Delaware, and as Director of Labor Relations and Employment Practices for the State of Delaware. While in private practice, Jerry represented clients in federal civil litigation under the Labor Management Relations Act (LMRA) and Employee Retirement Income Security Act (ERISA), in contract negotiations and arbitration, and in matters before the National Labor Relations Board.

Jerry served as Co-Chair of the American Bar Association's Section of Litigation, Public Sector Employment and Labor Relations Law Subcommittee, and has written for Thomson Reuters, West Publishing, and Bloomberg BNA on publications such as "Legal Guide to Human Resources," "Managing Human Resources," "International Human Resources Guide," "Employee Benefits Law," "The Family and Medical Leave Act," "The Fair Labor Standards Act," "How Arbitration Works," and "Discipline and Discharge in Arbitration." Jerry has also taught human resource management, labor relations, employment discrimination law, administrative and employment law at the undergraduate and graduate levels.

Jerry has a BA in Labor Studies from the Pennsylvania State University, and a Juris Doctor degree with honors from the University of Maryland School of Law.





# Procedure for Candidacy

Interested candidates may apply and submit a resume and cover letter at:

<https://jobs-montclair.edu.icims.com/jobs/1275/director-of-compliance/job>

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the MSU website at [www.montclair.edu](http://www.montclair.edu).

