Senior Compliance Manager  
Missouri University of Science and Technology

Hiring Department : Office of the Vice Chancellor of Research  
Application Deadline: Open Until Filled  
Full Time/Part Time: Full-Time, benefit eligible  
Salary: $47,476-$84,505/annually

Job Description
The Office of the Vice Chancellor of Research (VCR) at Missouri University of Science and Technology invites applications for the position of Senior Compliance Manager.

DUTIES AND RESPONSIBILITIES:
Responsibilities include but are not limited to:
Provides division and/or department leadership, coordination and assistance on issues related to university compliance with rules and regulations related to the assigned program. Manages the operational, financial and personnel activities of the assigned program.
Performs a variety of assignments and that impact the legal and compliance function  
Explains policies and procedures to advise and assist others and/or team and ensure university and legal compliance  
Develops audit and compliance policies, procedures, and strategies  
Understands key functional drivers and uses this understanding to accomplish/complete own work  
Applies compliance regulations, rules and practices, coordinating with various areas of the university  
Monitors the compliance environment to ensure the function is aligned  
Reviews and approves proposals, plans, and activities  
Solves routine to complex problems and provides solutions, recommendations, etc.
Analyze potential solutions using experience, judgments and precedence, providing input and recommendations  
Oversees compliance education and training programs  
Audits and monitors compliance activities, providing recommendations to improve compliance  
Provides compliance related guidance to board, investigators, and constituents  
Impacts the quality of own work and the work of others on the team, ensuring efficient workflows, productivity, etc.
Uses judgment to identify, troubleshoot and resolve compliance issues and problems  
Explains information, conveys compliance expectations and handles sensitive issues  
May represent the department/function to external groups, as it relates to compliance matters

Knowledge, Skills & Abilities
Ability to read and interpret federal regulations including 45 CFR 46 and others  
Excellent technical writing and editing skills  
Familiarity with spreadsheet, word processing, and office management software
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Ability to use institutional data management systems and learn new systems rapidly  
Understanding of theories, practices, and procedures related to compliance function  
Applies general and/or specialized legal/compliance knowledge, regulations, rules, and practices developed through education and experiences  
Ability and willingness to seek and obtain CIP certification within 3 years  
Supervision Received: Reports to VCR  
Supervision Exercised: Mentors/trains others in completing legal and compliance duties

Minimum Qualifications  
Bachelor's degree or an equivalent combination of education and experience and at least 3 years of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications  
2-5 years experience working in an area of compliance.
A law degree or university research compliance experience preferred.

Comments  
The final candidate is required to provide copies of official transcript(s) for any college degree(s) listed in application materials submitted. Copies of transcript(s) should be provided prior to the start of employment. In addition, the final candidate may be required to verify other credentials listed in application materials.

Failure to provide official transcript(s) or other required verification may result in the withdrawal of the job offer.

All job offers are contingent upon successful completion of a criminal background check.

EEO/AA Policy

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. The University’s nondiscrimination policy applies to any phase of its employment process, any phase of
its admission or financial aid programs, or other aspects of its educational programs or activities. Further, this policy applies to sexual violence or sexual harassment, both forms of sex discrimination, occurring within the educational program and instances occurring outside of the educational program if the conduct negatively affects the victim’s educational experience or the overall campus environment. Any person having inquiries concerning the application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Title IX Coordinator.

EEO IS THE LAW
To read more about Equal Employment Opportunity (EEO) please use the following links:
EEO is the Law English Version
EEO is the Law Spanish Version
EEO is the Law Chinese Version

Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

Contact