Compliance Systems & Policy Manager

Job Purpose:
The Compliance Systems & Policy Manager will collaborate with many other University departments, including Human Resources, Title IX, Legal Services, and Risk Management. This position will facilitate and coordinate institution-wide compliance activities by providing support, training, awareness programs, and educational resources to assist Mines divisions and departments in fulfilling their legal and regulatory responsibilities. This position will assist in the development and establishment of policies, procedures, and guidelines and be primarily responsible for monitoring Mines compliance efforts and assessing University-wide performance. This position reports to the Executive Director of Business Operations and Risk Management.

Responsibilities: (Including percent of effort devoted to each and designating each responsibility as an Essential Function or not.)
Percentage of time is estimated based on an annual average.

Due to the independence of operation and complexity of the duties, position must function at a professional level which requires experience with and application of concepts and principles of compliance and policy management.

Compliance Support and Consultation Essential Function: 40%

• Provides logistical support for compliance initiatives consistent with Mines' vision, mission, and values.
• Develops, maintains, and promotes awareness programs for significant policies and procedures through a variety of communication methods.
• Collaborates with administration, faculty, and staff in the maintenance of compliance programs, including policy development and revision.
• Manage and administer the Conflict of Interest software, including review of submissions and advising impacted departments and individuals regarding policy obligations.
• Administer substantive compliance programs as identified through the needs of the University.
• Assists Executive Director in conducting annual reviews of compliance activities across campus.
• Assists Executive Director in providing reports on a regular basis to the Executive Cabinet, senior management, the Board of Trustees, and the Board of Trustees Finance and Audit Committee.

Campus Policy Analysis and Development Essential Function: 35%

• Assists in identifying and developing appropriate policies and procedures to implement requirements of new and existing laws, state policies, best business practices, and other needs of Mines.
• Review and coordinate consolidation and update of existing policies.
• Coordinate appropriate formatting of policies and procedures for consistency and readability.
Administrative / Research Faculty Job Description and Exemption Request Form

- Maintain compliance website(s) to ensure current policies, procedures, and other resources are easily accessible to the Mines community and the public.
- Ensure that all links throughout the Mines institutional website are up to date and correct.

**Training Coordination**  
**Essential Function: 20%**

- Coordinates with Human Resources to administers compliance training programs (e.g., SkillSoft, EverFi) for students, faculty, staff, and leadership.
- Assist with management of compliance workshops and training sessions on University-wide policies for faculty, staff, and students in collaboration with university divisions and departments.

**Serve on University and division committees on occasion.**  
**Nonessential Function: 5%**

**Other duties and responsibilities that might arise from time to time.**  
**Nonessential Function: indeterminate**

**Qualifications:**

**Required:**

- Bachelor’s Degree required
- Experience in developing and maintaining websites
- Strong written communication skills
- Strong analytical skills
- Excellent time and project management skills
- Demonstrated ability to handle complex situations with confidentiality mandates

**Desired:**

- Previous experience in higher education or corporate compliance
- Experience in developing training for adult-learners

**Decision Scope:**

- The Compliance Systems & Policy Manager determines the scope and approach for implementing compliance training programs through the application of appropriate research, theories, trends, and concepts.
- The Compliance Systems & Policy Manager researches, determines and recommends appropriate resources to assist in compliance activities.
- The Compliance Systems & Policy Manager is expected to act with autonomy in most areas of his or her responsibilities and should function without needing to refer most decisions to the Executive Director of Business Operations and Risk Management.
- The Compliance Systems & Policy Manager will work closely with the Executive Director to assess appropriate training methods and awareness programs.

**Communications:**

- The Compliance Systems & Policy Manager will draft and send clear communications to constituent groups regarding compliance training goals, processes, and outcomes.
- The Compliance Systems & Policy Manager will often not have authority to compel participation, so he or she must rely upon the ability to motivate Mines community members to participate in training programs.
• The Compliance Systems & Policy Manager will often have to interact with University community members who may display a range of reactions to compliance activities, from reluctance to participate to outward hostility. She or he must rely upon the ability to motivate Mines community members to participate in compliance activities.

• The nature of the work the Compliance Systems & Policy Manager performs often includes dealing with sensitive personal information (such as background checks and conflict of interest forms). Discretion and appropriate interactions with Mines community members is required.

Work Environment and Physical Demands
Work performed in a typical office environment. Some travel may be required. Mostly sedentary. May involve reaching, fingering, talking, hearing, and near acuity. Involves comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing and interpersonal skills.