

Dir, Institutional Compliance

Job Code 50036154

General Description

Responsible for developing and implementing a compliance program that promotes and encourages, through objective assessment, compliance activities throughout Texas State University.

Examples of Duties

Direct an Office of University Compliance.
Develop, implement, and coordinate an effective compliance program.
Provide consistent enforcement of compliance standards.
Promote compliance through strategic communication and education activities.
Serve as a resource for the University on matters of compliance.

Knowledge, Skills, and Abilities

Knowledge of: Compliance with state and federal regulations, university policies and procedures; general accounting procedures and timely reporting; computer software and office equipment.

Skill in: Working with a team; establishing rapport with clients; problem solving and decision making; training and evaluating personnel; establishing rules, procedures, and/or standards.

Ability to: Prepare clear, concise reports, and documentation; prepare client records; interpret and apply complex legal and technical documents; Explain policies and procedures; understand job instructions.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements