



<b>Position Title:</b>	Director of Compliance	<b>Job Code:</b>	0688
<b>Reports To:</b>	College Registrar	<b>Job Group:</b>	PEC
<b>Department:</b>	Office of the College Registrar	<b>Salary Grade:</b>	16
<b>Prepared By/Date:</b>	Martha Arrieta/02/04/2011	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Dulce Beltran/03/14/2011		
<b>Revised:</b>			

### **Summary:**

This position assists the College Registrar in managing the College's compliance with Federal and State regulations as they pertain to all student admissions and registration issues. This position initiates, develops, directs, coordinates and manages College-wide policies and procedures pertaining to the admission and registration of students, including the Family Educational Rights and Privacy Act (FERPA), Veteran student services and residency for tuition purposes.

### **Essential Duties and Responsibilities:**

- Provides direct assistance to the College Registrar in the formulation and implementation of College policies and procedures as they affect Admissions and Registration Services
- Hires, supervises and evaluates personnel
- Assists the College Registrar by addressing issues that affect the delivery of admissions and registration services college-wide
- Assists with interpretation of state and federal rules and statutes regarding admissions, registration and Veteran student affairs
- Develops corresponding College policies and procedures based on state and federal laws
- Works directly with the District Office of Academic Affairs to ensure course and scheduling integrity
- Assists with updating admissions and registration applications and forms used College-wide
- Works directly with IT to recommend and implement system changes necessary for the smooth operation of the admissions and registration functions
- Reviews, maintains, and updates admissions and registration web pages and related on-line processes
- Recommends and prepares changes to the College's web pages to comply with FERPA, Veteran Administration, and federal and state requirements, including residency for tuition purposes
- Assists with updating the College Catalog
- Works with internal and state auditors
- Serves as liaison to OPPAGA (Office of Program Policy Analysis and Government Accountability)
- Serves as liaison to Florida Department of Education
- Serves as back-up to the Associate College Registrar
- Serves as a member of the College CARPC
- Performs other duties as assigned

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

- Comprehensive knowledge of Federal and State laws and guidelines for admissions and registration issues including FERPA (the Family Educational Rights and Privacy Act).
- Knowledge of Microsoft Office software and specific computer software applications.
- Comprehensive knowledge of State of Florida residency issues and immigration documents.
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Excellent organizational and communication skills (both verbal and written communication).

- Ability to understand, analyze and interpret Federal and State laws, financial reports and legal documents.
- Ability to respond effectively to complex inquiries and complaints from students, State Department of Education and other regulatory agencies (such as the VA), faculty, staff, and other members of the community.
- Ability to present information effectively to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to work in a multi-ethnic, multi-cultural environment with students, faculty and staff.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree with course work in an appropriate field, and three (3) years of experience in student services; or Bachelor's degree and seven (7) years of administrative experience in student services.
- All educational degrees must be from a regionally accredited institution.
- Previous student services experience is required.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name