

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Chief Compliance Officer

Preparation Date: July 18, 2016

Function of Position:

The Chief Compliance Officer reports to the President and is responsible for overseeing and managing legal compliance for Wartburg College. Serving as the Title IX Coordinator, they are responsible for overseeing Title IX compliance on campus. This is a part-time, 40% position.

Principal Duties and Responsibilities:

- 1) Maintaining current knowledge of laws and regulations, keeping abreast of recent changes.
- 2) Provides general legal counsel or refer situations to outside legal counsel when needed, which includes, but is not limited to:
 - a. Responding to claims made against the College and defending the College's position, working with appropriate insurance partners when appropriate.
 - b. Responding to questions and providing guidance on issues related to all aspects of the College (e.g. employment law, collections law, etc.)
 - c. Reviewing contracts and agreements prior to the College entering into any such arrangement.
 - d. Reviewing processes and forms used by the College and advising on any recommended changes.
- 3) Develop, oversee, implement, and monitor an overall compliance program.
- 4) Oversees all facets of Title IX program for all students, faculty and staff, including but not limited to education and awareness, training, policy, investigations, institutional monitoring and compliance, and assessment.
- 5) Counsel existing students to optimize the potential for Law School acceptance, including preparation for LSAT and meet with prospective students interested in pre-law.
- 6) Performs other duties as assigned.

Supervision:

Under administrative direction, employee is generally responsible for developing new policies, and working on complex projects and problems. Employee must cultivate and manage relationships with faculty and staff; prioritize work and resolve unusual cases.

Minimum Qualifications:

Requires a law degree; comfort with and demonstrated commitment to diversity and fostering a collaborative, multicultural environment; excellent communication and organizational skills.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.

