POSITION TITLE: Compliance Coordinator (Grant Funded)

JOB CLASSIFICATION: ___ Administrator - Educational ___ Confidential
X ___ Administrator - Classified ___ Classified
___ Faculty

RANGE: 15

HOURS PER DAY: Up to 8
HOURS PER WEEK: Up to 40
MONTHS PER YEAR: Up to 12

REPORTS TO: Director of Campus Safety or designee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
Reporting to the Director of Campus Safety, The Compliance Coordinator works collaboratively with various offices at the College to ensure the institution’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act.

TYPICAL DUTIES

Essential Functions:

- Serves as the institution’s designated “Campus Safety Survey Coordinator,” as that term is explained in the Department of Education correspondence.
- Coordinates the institution’s Clery Act Compliance program through the Office of Violence against Women grant and other possible future grants related to similar compliance programs.
- Coordinator will work closely with campus departments and community organizations such as Counseling, Student Services, and Health and Wellness, BIRT, Campus SART, One Safe Place and the Coordinated Community Response Team to facilitate training, information sharing, and services to victims of sexual assault, domestic violence, dating violence and stalking.
- Coordinator will be responsible for the program implementation, data collection, and reporting for Office of Violence Against Women grant (and other future similar grants) including oversight of MOU’s and agreements with community organizations or service providers, adherence to grant scope of work, fiscal and budget management, and training and technical assistance.
- Coordinator will work closely with campus departments including but not limited to Counseling, Student Services, Athletics, and Housing to implement primary prevention education and bystander intervention in relation to campus safety issues such as sexual
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assault, domestic violence, dating violence, and stalking.

- Develops the institution's Clery Compliance policies and procedures.
- Directs and coordinates the preparation, publication and distribution of required campus safety reports.
- Ensures notices announcing the availability of the required campus safety reports are properly developed and available to prospective students and employees.
- In conjunction with the applicable offices, develops and implements Clery Act required policies, programs, and activities.
- Coordinates the gathering of crime and disciplinary referral data from various internal and external sources, such as the Office of Student Services and local law enforcement agencies.
- Works with the appropriate College Departments to identify all Campus Security Authorities for the institution and maintains a list of them for each academic year.
- Ensures that annual request for crime statistics to all Campus Security Authorities at the end of each calendar year are prepared and sent.
- Provides, facilitates, or manages the training of campus security authorities.
- Consolidates relevant data from these sources with information and policies from across institutional departments.
- Coordinates with the appropriate campus departments to ensure compliance with federal, state, and local crime and safety regulations.
- Works with the Campus Safety Department to ensure proper classification of crime incident reports.
- Manages the institution's Timely Warning Report program.
- Collaborates with Campus Safety to ensure compliance with the “Emergency Notification” requirements of the Clery Act.
- Collaborates with Campus Safety to ensure that tests are completed each year that include all required components to meet the HEOA definition of a test.
- Trains key institutional stakeholders on Clery Act requirements.
- Ensures the institution maintains accurate records on security awareness and crime prevention programs and presentations.
- Coordinates with Vice President of Administrative Services office to maintain an accurate list of buildings and properties owned and/or controlled by the institution.
- Ensures compliance with the daily crime and fire log requirements.
- Assists Director of Campus Safety in custodial efforts for all Clery Act-associated records.
- Establishes Clery Act compliance programs at each separate campus.
- Serves as the Recording Secretary for the Clery Act Compliance Committee.
- Works with the Vice President of Student Services and/or Associate Vice President of Human Resources to ensure compliance with the Drug Free Schools and Safe Campuses regulations.
• Stays abreast of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
• Works with various institutional offices to ensure compliance with the provisions of the Sexual Assault Victim’s Bill of Rights.
• Ensures that annual crime statistics are submitted to the Department of Education, as required.
• Exercises independent judgment; relieves an administrator of actions not requiring his/her immediate attention.
• Performs varied and responsible office support duties to assist in the coordination and processing of administrative operations in the Grants area.
• Acts as an information source regarding operational policies, procedures, and requirements; receives and interviews callers and provides information where judgment, knowledge, and interpretation of established procedures/policies are required.
• Prepares a wide variety of materials such as interoffice communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, special projects, and specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
• Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained.
• Keeps computerized records of expenditures maintaining and monitoring office and special programs, budget accounts, records, and running balances; performing necessary arithmetical computations.
• Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions within assigned unit.
• Arranges, attends, and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
• Maintains close and collaborative work relationships with faculty, staff, and students.
• Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
• Organizes, plans, prioritizes, and processes work through the office.
• Serves as liaison between assigned office and other divisions/departments.
EMPLOYMENT STANDARDS

Knowledge of:

- Proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, report writing and telephone techniques.
- Business English including proper grammar, punctuation, vocabulary, and spelling.
- General grant principles, grant management and budgeting.
- Computer applications such as word processing programs, PowerPoint, desktop publishing, Web page design and databases.

Ability to:

- Communicate tactfully and effectively in both oral and written form.
- Learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of procedural situations.
- Independently carry out a variety of technical and routine administrative procedures.
- Understand and carry out a variety of oral and written instructions.
- Prioritize, direct, and coordinate workflow among support staff including student workers.
- Perform mathematical calculations.
- Establish and maintain a variety of records and filing systems and prepare reports.
- Independently compose routine correspondence and reports.
- Coordinate activities and maintain effective schedules of events.
- Prioritize and appropriately schedule work load or tasks to meet established deadlines.
- Compile and maintain the security of confidential information.
- Operate a variety of standard office equipment such as calculator, copier, computer, printer, and fax.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS

Education Required:

- Bachelors or equivalent combination of education, training, and experience.
- Master’s Degree Preferred.
Experience Required:

- Combination of education, training, and experience equivalent to three years of increasingly responsible experience involving the Jeanne Clery Act, Violence Against Women Reauthorization Act and Campus Safety.
- Coordinator should have experience and/or expertise in sexual assault, domestic violence, dating violence and stalking issues (can be professional or volunteer experience) and grant management.

Other Required or Preferred Qualifications:

- Sensitivity to the diverse populations including working with low-income, educationally disadvantaged and ethnic minority students.
- Previous experience complying with the requirements of the Clery Act preferred.
- Advanced Clery Act Training preferred.

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)