

Compliance Officer

CBD College has been providing quality education and training for over 32 years and is looking for a Full-time Compliance Officer.

SUMMARY:

The Compliance Officer oversees, reviews and evaluates compliance issues/concerns within the organization as related to Standards of Accreditation of the Institutional and Programmatic accrediting bodies, as well as rules and regulations of pertinent State and Federal regulatory agencies. The position ensures that the management and employees of the organization are in compliance with the rules and regulations as established by regulatory agencies; that company policies and procedures are being followed; and that behavior of all organization's departments meet the company's Standards of Conduct.

This is a **Full-Time** position.

DUTIES:

- Ensures awareness of policies, coordinates programs to promote the observation of guidelines and reports to a top-level administrator.
- Guides and advises the faculty, staff and students of all relevant rules and guidelines set by regulatory bodies.
- Develops, initiates and maintains policies and procedures for the general operation of the School and its related activities to prevent illegal, unethical, or improper conduct. Manages day-by-day adherence of institutional functions from the stand pints of compliance.
- Develops, periodically reviews and recommends updates to policies and procedures to answer changes in standards of accreditation and applicable governing rules and regulations.
- Ensure continuing guidance to management and employees in regards to currency and relevancy of processes related to maintaining compliance.
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution.
- Responds to possible infractions and provides recommendations for initiation of procedures for improvement. Develops and oversees a system for uniform accountability in maintaining adherence to all regulatory standards, policies and procedures.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Provides reports on a regular basis, and as directed or requested, to keep senior management informed of the operation and progress of compliance efforts.
- Monitors the performance of the School and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Standards of Accreditation of the Institutional and Programmatic accrediting bodies and rules and regulations of pertinent State and Federal regulatory agencies.
- Knowledge and experience in records management.
- Knowledge and experience with Microsoft Office products.
- Exceptional organizational skills with attention to detail.
- Understanding and be ability to function within a team environment.
- Good communication and interpersonal skills.
- Commitment to operate within a culture defined by a mission, vision, and values of the institution, while demonstrating leadership in securing strict adherence to regulatory principles during the entire educational process.

MINIMUM ENTRY REQUIREMENTS:

- A Bachelor's degree required; Master's desired.
- A minimum of 3 years' experience in the field of leadership position with the field education.

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer and we seek candidates who desire to work in and service an ethnically-diverse population.