The University of Texas at El Paso

Job Overview			
Job Title	17008	**FLSA Status**	Exempt
Job Code	Compliance Coordinator	**Creation Date**	October 27, 2010
Department	College of Health Sciences and School of Nursing	**Revision Date**	

Position Details	
Purpose	Coordinates and monitors the implementation of processes and procedures for the College of Health Sciences and School Nursing compliance program.
Duties and Responsibilities	Assists with the development and implementation of policies and procedures for the College of Health Sciences and School of Nursing, includes, but not limited to, Background Checks, Health Clearances, and Medical Clearances. Coordinates with departments/programs, vendors, and legal counsel on changes regarding laws, rules, regulations, and policies that impact compliance initiatives. Coordinates the preparation of compliance reports mandated by regulatory agencies; reviews reports and ensures accuracy and completeness of information. Conducts compliance awareness sessions for students, staff, and faculty. Stays abreast of all current and new regulations related to College of Health Sciences and School of Nursing compliance. Act as a liaison and compliance resource person to various programs and departments. Serves on various committees as assigned or required. Maintains a high degree of confidentiality on all sensitive information this position is privy to. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies.

Duties and Responsibilities Continued	Other duties may be assigned. Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.		
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 must frequently sit, use hands to feel, reach with hands and arms, and talk or hear. The employee must occasionally stand, walk, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 25 pounds.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level for the work environment is usually moderate.

Qualifications			
Minimum Education Required	Bachelor's degree	**Minimum Experience Required**	Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.
Preferred Education Required		**Preferred Experience Required**	
Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution
Position Specific Competencies			
1		**4**	
2		**5**	
3		**6**	
Equal Opportunity/Affirmative Action Statement			
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.			

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.