



Ethics and Compliance Training Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	133531
<i>Job Title:</i>	Ethics and Compliance Training Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides expert research, analysis, consultation, and facilitation for the university's ethics and compliance training, awareness, and communications. Supports the university's ethics and compliance program by assisting with the creation of communication plans, partnering with the Office of General Counsel (OGC) to review and interpret complex regulations and before imparting them clearly with stakeholders. Collaborates with business partners to assist with the design, development, implementation, and evaluation of compliance guidance for internal and external business processes. Helps facilitate engagement between OGC and the those tasked with the execution of core projects, fostering a community of committed stakeholders across the university. Assists with facilitating effective delivery methods, platforms, and tools to engage students, staff, and faculty regarding the university's values, policies, code of ethics, and a wide range of compliance topics. Tracks and documents training, reviews analytics, performs scheduling and facility set-up, and interacts with outside vendors to meet program needs.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Law	Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proficient with Microsoft Office, specifically PowerPoint and Excel.
X		Demonstrated knowledge of the elements of an effective compliance program.
X		Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
X		Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups.
X		Demonstrated experience developing communication plans, instructional materials and related content, and with conducting in-person meetings.
X		Experience applying policies and procedures, writing legal and technical documents, and at assembling, organizing, and conceptualizing numerical data in spreadsheets, databases, reports, and presentations.
X		Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues.
X		Lead/guidance skills, with the ability to manage, balance and prioritize different tasks and projects for various projects.
X		Strong analytical and critical thinking skills.
X		Knowledge of risk management and liability issues affecting higher education.
	X	Experience in a communications and/or training role.
	X	Multilingual skills, including Spanish.
	X	Experience with compliance tools and/or systems including PostGrads, Community Academic Profiles (CAPs), PeopleSoft, Oracle Financials, and/or SeRA.
	X	Experience working on compliance with Title IX regulatory requirements in higher education, and familiarity with academic medical center environments.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Compliance and Ethics Professional (CCEP) certification from the Compliance Certification Board, or on track to obtain within one year, post-hire.
	X		Lean Six-Sigma certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Partners with the Office of General Counsel (OGC) to review and interpret complex regulations before communicating them clearly with stakeholders. Designs, develops, evaluates and updates training and awareness content, materials, manuals, tests and related training aids to ensure optimum effectiveness. Supports USC's ethics and compliance program by assisting with the creation of aligned communication plans, content and guidance. Develops and regularly reviews and updates policies and procedures, including the code of ethics, to help ensure continuing relevancy and currency in providing guidance to the university community.				
Collaborates with business partners to assist with the design, development, implementation, and evaluation of compliance guidance for internal and external business processes. Assists with the determination and facilitation of effective distribution, delivery, and engagement methods, platforms, and tools for individual training and awareness, group instruction, demonstrations, meetings, eLearning, workshops, and refreshers.				
Promotes awareness of the university's values, policies and code of ethics, as well as all compliance training and resources. Evaluates compliance training and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
development programs throughout the university, making recommendations in alignment with compliance best practices, and assisting with the modification of training programs when necessary. Helps facilitate engagement between OGC and those tasked with the execution of core projects, fostering a community of committed stakeholders across the university. Ensures legal compliance of programs, as necessary. Prepares reports on content delivery, analytics, and effectiveness.				
Manages administrative functions necessary to deliver, document, and track communications and awareness campaigns, which includes scheduling, employee notifications, and arranging for facility set-ups. Tracks and documents training, reviews analytics, and performs facility scheduling and set-ups. Identifies vendor solutions to help meet business requirements and needs, and manages vendor relationships, as assigned. Maintains awareness and knowledge of current changes within legal and regulatory environments which may affect communications and university policies.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,

duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.