

The University of Texas at San Antonio

Job Description

Job Title: Compliance Training Coordinator I
Code: 17016
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Institutional Compliance and Risk Services
Reports To: Director, Institutional Compliance and Risk Services

Summary

- Function: To assist the Director of Institutional Compliance with the development and delivery of the compliance training requirements of the enterprise-wide risk management infrastructure at UTSA.
- Scope: Develops compliance training, department website content and evaluation surveys.

Duties

- Typical:
 1. Administers the online compliance training program for all employees and serves as key contact for compliance training.
 2. Develops compliance related online courses, tutorials, modules and learning resources in a variety of media formats.
 3. Designs, administers and supports UTSA mandated Dean and Chair Evaluations including final reporting to management.
 4. Maintains the department's website(s) to include posting updates and verifying links are operational.
 5. Provides data for internal and external reports.
 6. Performs other duties as assigned.
- Periodic:
 1. Attends professional training and conferences.
 2. Assists with special projects.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in computer science/technology (or related computer field) from an accredited institution.

Other Requirements

Required	Preferred
Excellent written and oral communication skills.	Certified Compliance and Ethics Professional and/or Certification in Control Self-Assessment and/or Certification in Risk Management Assurance and/or other related professional certification.
Excellent time management skills and the ability to coordinate several projects simultaneously to meet deadlines.	
Demonstrated effective interpersonal skills.	
Ability to interact in a professional manner with faculty, staff, and the public.	
Criminal background check (CBC).	

Experience

Required	Preferred
Two years of related administrative professional or business management experience and one year of e-learning development or related experience.	N/A

Equipment

Required	Preferred
Knowledge of personal computers, with a solid working knowledge of Microsoft Word, Excel, and Access.	N/A
Working knowledge of web development software (i.e., Articulate, Flashform, Adobe Dreamweaver, Fireworks and InDesign).	

Working Conditions

Usual	Special
Normal office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time constraints. May work some evenings and weekends.

Supervision

Received	Given
General supervision from management.	May supervise assigned clerical and other staff members.

Accuracy

Proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

This position requires that the incumbent be responsible for the execution of an effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies, and procedures are followed.