

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Enrollment Services Compliance Specialist  
Code: 17030  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Enrollment Services/VP Student Affairs  
Reports To: Associate Director of Enrollment Services Compliance

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## *Summary*

- **Function:** Functions as the senior level position for coordinating the development, implementation and completion of oversight and assessment controls associated with Enrollment Services compliance.
- **Scope:** Responsible for decision-making processes requiring initiative and judgment while interpreting and enforcing appropriate federal, state, NCAA, university and system regulations, policies and guidelines.

## *Duties*

- **Typical:**
  1. Monitor enrollment services areas to ensure compliance with state, federal, NCAA, and institutional bylaws, rules and regulations
  2. Assist with supervision of full-time, part-time and/or student staff including hiring, disciplinary, training and professional development.
  3. Assist with monitoring operating and supervisory controls of the risk management plans within enrollment services
  4. Assists with oversight controls of the risk management plans to ensure all parties are following through the program
  5. Assist all Enrollment Services areas with specific questions or issues associated with audits including but not limited to the A-133 Federal Financial Aid audit, university compliance audits and reviews and UTSA internal audits.
  6. Assist with performing periodic FSA assessments for financial aid & scholarship to improve processes within the financial aid office.
  7. Coordinates compliance issues and adherence with prospective students, current students, staff and coaches
  8. Provides data and/or reports as needed to administration
  9. Participates in operational and strategic planning for team and department
  10. Researches rules, regulations and peer programs and recommends, develops and implements new compliance and/or quality control measures for programs; interprets and maintains knowledge of current federal, state and institutional

<p>policies, procedures and regulations pertaining to all enrollment services units</p> <p>11. Compiles and submits appropriate forms, reports, and other related requests for information</p> <p>12. Performs additional duties as assigned</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Provides periodic reports as needed to leadership</li> <li>2. Attends state and regional meetings/conferences as necessary</li> <li>3. Participates in committees and/or task forces across campus as necessary</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s Degree from an accredited university	Master’s Degree from an accredited university

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Group and individual presentation and meeting facilitation skills required	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of progressively responsible experience in enrollment management/services and/or audit or compliance capacity with some supervisory and/or program oversight experience.	Three years’ experience in higher education enrollment management/services or audits/compliance

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions. Some evening and weekend hours may be required. Occasional	N/A

travel.	
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***Supervision***

<b>Received</b>	<b>Given</b>
Associate Director of Enrollment Services Compliance	Full-time and part-time staff, which may include student employees and/or interns

***Accuracy***

Proficiency in all phases of the duties performed.
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***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.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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