Job Description

Job Title: Chief Compliance and Ethics Officer

Job ID: 53837

Location: Tallahassee, FL

Full/Part Time: Full-Time

Regular/Temporary: Regular

Responsibilities

Serves as the University’s Chief Compliance & Ethics Officer responsible for establishing, maintaining, and promoting an effective Compliance and Ethics Program designed to prevent, monitor, detect, and respond to non-compliance and recommend corrective actions to fully meet regulatory requirements for the University. Advances an ethical University culture that supports a safe and respectful learning, working, and living environment.

Oversees and effectively manages the University Office of Compliance and Ethics. Provides high-level oversight to efforts of existing division and departmental compliance programs at the University, which include but are not limited to Athletics, Research, IT, Environmental Health and Safety, and Medicine. Consults with relevant policy-making bodies and University executives for the purpose of advising, clarifying, and identifying necessary actions to ensure compliance efforts. Coordinates with other appropriate University offices, which include but are not limited to Human Resources, Inspector General Services, Title IX, and the General Counsel, on inquiries, investigations or reviews, as needed and in compliance with University regulations and policies. Coordinates compliance with reporting obligations imposed by applicable state and federal laws.

Is responsible for the formulation, modification, implementation, promotion and enforcement, of policies and procedures for compliance and ethical business practices on behalf of the University President and FSU Board of Trustees. Is responsible for compliance with University, state, and federal conflicts of interest requirements and the standards of ethical behavior for employees and students. Maintains current knowledge of laws, legislation, and regulations regarding compliance and ethical issues and incidents.

Conducts compliance reviews to ensure adherence to University standards. Identifies and designs processes for high-risk compliance issues and institutional compliance gaps. Assesses and reports incidents of conflict of interest and questionable business practices and recommends courses of action. Reports at least annually on the effectiveness of the efforts of the University Office of Compliance and Ethics.

Qualifications
Master's degree and six years of experience related to administrative services; or a Bachelor's degree and eight of years in the same. (Note: Higher education may substitute for experience at the equivalent rate.)

- Experience formulating, modifying, and implementing policies and procedures.
- Experience researching, interpreting, and applying Federal, State, and local laws and guidance, in order resolve questions, problems, or concerns.
- Experience conducting and overseeing compliance reviews, and designing processes for high-risk compliance issues and institutional compliance gaps.
- Experience managing sensitive information.
- Experience creating and monitoring policies and initiatives, and amending them as needed, in order to support the organization's mission.
- Experience in the strategic planning process including serving as a catalyst for organizational change, cultivating a shared vision with others, and motivating others to transfer vision into action.
- Experience using Microsoft Outlook, Word, and Excel or equivalent software.

Preferred Qualifications

Previous compliance experience preferred. Juris Doctorate degree strongly considered.

University Information

One of the nation’s elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Founded in 1851, Florida State University is the oldest continuous site of higher education in Florida. FSU is a community steeped in tradition that fosters research, encourages creativity, and embraces diversity. At FSU, there’s the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow's news!

Learn more about our university and campuses.

Anticipated Salary Range

Anticipated hiring salary is $145,000 - $165,000, commensurate with education and experience.

FSU Total Rewards

FSU offers a robust Total Rewards package. Visit our website to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our interactive tool to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.
How To Apply

If qualified and interested in a specific job opening as advertised, apply to Florida State University at https://jobs.fsu.edu. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.

Considerations

This is an A&P position.

This position requires successful completion of a criminal history background check, to include fingerprinting.

This position requires annual Financial Disclosure based on Florida Statutes 112.3144 and 112.3145.

This position is being re-advertised. Previous applicants need not reapply.

This position is being advertised as open until filled.

Equal Employment Opportunity

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

FSU's Equal Opportunity Statement can be accessed at: https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf.