

Compliance Investigator, Ethics and Compliance Office
(4909)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205602>

Downloaded On: Sep. 30, 2023 3:24am

Posted Feb. 15, 2023, set to expire Dec. 7, 2023

Job Title	Compliance Investigator, Ethics and Compliance Office (4909)
Department	Ethics and Compliance
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Legal
Job Website	https://employment.niu.edu/postings/69695
Apply By Email	
Job Description	

Overview

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Northern Illinois University is a world-class, research-focused public institution that attracts students from across Illinois, the country and the world and currently serves more than 15,600 students. NIU's vision is to be an engine for innovation to advance social mobility; promote personal, professional and intellectual growth; and transform the world through research, artistry, teaching and outreach. Our mission is to empower students through educational excellence and experiential learning as we pursue knowledge, share our research and artistry, and engage communities for the benefit of the region, state, nation and world.

Join the Huskie family as the Compliance Investigator for an opportunity to make an impact and add value as our institution accomplishes these goals.

Position Summary

The Compliance Investigator is a member of the Ethics and Compliance Office and responsible for responding to complaints of unlawful discrimination and harassment. This position has the ability to work in a hybrid work environment, with a combination of remote and on-campus work.

Essential Duties and Responsibilities

- Responds to and investigates internal/administrative complaints received by the Ethics and Compliance Office (ECO) alleging conduct that is prohibited by university policy and state and federal law, including but not limited to:
 - The university's Sexual Misconduct Policy and Complaint Procedures;
 - Ethics and Accountability in the Workplace Policy; and
 - Nondiscrimination, Harassment and Retaliation Policy and Complaint Procedures
- Provides initial intake/review, prepares investigation plans, conducts interviews of involved parties, and authors detailed reports while maintaining a well-organized and accurate case file;
- Conducts applicable legal research as it relates to the current trends and laws governing higher education;
- Works with the team to assist with the development and implementation of applicable policies and response procedures and collaborates on effective communication methods for the dissemination of information to campus constituencies;
- May also be assigned to special projects, such as developing trainings related to ECO's policies and procedures and other compliance matters.

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Minimum Required Qualifications (Civil Service)

N/A

Specialty Factors (Civil Service)

N/A

Preferred Qualifications (Civil Service)

N/A

Minimum Required Qualifications (SPS)

- Master's Degree in law, communication, political science, public administration, adult and higher education, or related field;
- Two (2) years of professional experience conducting or assisting with administrative internal investigations.

Additional Requirements (SPS)

- Excellent writing, analytical, and problem-solving skills, attention to detail, and the ability to exercise independent sound judgment and reasoning.
- Strong organizational skills and the flexibility to work independently as well as in a team environment are a must.
- Ability to maintain neutrality and work under stress
- Demonstrated knowledge of Microsoft Office Word and other software applications.

Preferred Qualifications (SPS)

- Juris Doctorate (J.D.)
- Experience investigating complaints in the higher education setting.
- Knowledge and understanding of state and federal laws impacting public service organizations or institutions of higher education, including but not limited to Title IX, Title VII, Title VI, VAWA, the Americans with Disabilities Act (ADA), and the Illinois Preventing Violence in Higher Education Act.
- Proven commitment to and experience working with diverse populations.



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Physical demands/requirements

- Ability to meet with individuals in-person or virtually.
- Regular office related duties
- Sitting for extended periods of time
- Using computer/electronic equipment for extended periods of time
- Occasional lifting and moving items weighing up to 25 lbs

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact