

Deputy Chief Compliance Officer
Tufts University

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Downloaded On: Nov. 21, 2024 7:00am

Posted Oct. 2, 2024, set to expire Feb. 14, 2025

Job Title	Deputy Chief Compliance Officer
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Legal
Job Website	https://jobs.tufts.edu/jobs/20989?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

University Relations comprises departments that serve the entire university community and act as a liaison to our host communities and to the general public. The University Relations division strengthens and protects Tufts' reputation by managing the university's legal interests, ensuring its commitment to equal opportunity, and fostering positive relationships with government and our host communities.

The three arms of the division are the Office of Community and Government Relations, the Office of Equal Opportunity, and the Office of University Counsel.

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What You'll Do

The Deputy Chief Compliance Officer (Deputy CCO) will develop, coordinate, and implement University Compliance and Ethics (UCE) activities and programs under the direction of the Chief Compliance Officer (CCO). UCE serves as the central point of coordination and oversight for all university compliance functions and the compliance risk portfolio. The Deputy CCO position is critical to the growth of this new central compliance office and will provide necessary resources, allowing the office to manage university-wide programs including the policy development process, compliance risk management, youth programs compliance, and investigatory support.

Essential Functions:

- Under the direction of the CCO, the Deputy CCO will provide development, coordination, and implementation for all UCE activities and programs. As needed, the Deputy CCO will attend meetings and serve on committees, work groups, and councils in the CCO's absence.
- In collaboration with the CCO, contribute to a culture of compliance and integrity across all university campuses by developing compliance and risk matrices, clear policies, compliance committees and networks, and business processes that support efficient and accurate compliance and risk mitigation activities.
- Maintain primary responsibility for the university-wide policy development process, including collaborating with policy owners to draft policies, shepherding new and revised policies through the approval process, ensuring proper recordkeeping for policy versions, and updating the university policy website.
- Lead the university's youth programs compliance efforts. This responsibility includes policy development, serving as the university's expert on youth safety and compliance, processing registration requests, coordinating among schools and central units to ensure compliance obligations are met (e.g., background checks, laboratory safety requirements, and legal compliance), and creating training for faculty, staff, and students involved in youth programs.
- Support the outside activities and interests review process including reviewing disclosures, drafting management plans and letters, and assisting the Financial and Personal Conflicts of Interest Committee.
- Develop and deliver compliance-related education, outreach, and other initiatives to raise awareness of university compliance, risk, and policy.

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- Collect data, analyze, and create dashboards for compliance, policy, and risk systems. This includes assisting with the preparation of reports, data analysis, and presentations for the Board of Trustees Audit, Risk and Compliance Committee, University Risk Management Committee, university leadership, and additional stakeholders.
- Provide general guidance and support to functional compliance program areas to ensure that effective university policies, programs, procedures, training, assessments, prevention strategies, and corrective measures are in place to comply with the laws, regulatory requirements, policies, and ethical standards of each program.
- Monitor the regulatory landscape within higher education compliance and ethics. Recommend strategic opportunities to improve university compliance and facilitate responses to compliance and risk incidents that may impact the university mission or operations.
- Implement strategies to prevent, detect, and correct non-compliance. Support university investigations of instances of non-compliance.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor of Arts or Bachelor of Science degree from an accredited university and at least 5 years of experience in a compliance-related role, or an equivalent combination of education and experience. Compliance related certification (e.g., Certified Compliance and Ethics Professional, or similar) required within 12 months of start date.
- Experience establishing credibility with broad and diverse constituencies within a complex organization.
High professional and ethical standards, a sense of accountability, sound personal judgment, and the ability to handle confidential information.
- Ability to understand, interpret, and apply laws and policies, as well as communicate requirements to varied audiences.
Project management experience a within complex organization.
- Strong organizational skills, a flexible work style, and the ability to simultaneously manage multiple challenging projects in a demanding work environment.
- Demonstrated use of Microsoft Suite products, at a minimum, Word, Excel, and Power Point.

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Preferred Qualifications:

- A Juris Doctor or other graduate degree.
- Experience in a compliance role at an institution of higher education.
- Experience successfully developing and implementing institution-wide policies and procedures.
- Knowledge of research compliance topics, including research misconduct, sponsored funding compliance requirements, intellectual property, research security, and related areas.
- Experience with basic website content maintenance and case management software systems.
- Ability to manage effectively in a matrix environment and contribute to cross-functional efforts.
- Excellent interpersonal, influencing, and relationship building skills and experience in dealing with people at all levels of an organization.
- A positive attitude, self-confidence, and gravitas, but also humility, deference, respect for others, and willingness to work as a team member.
- The willingness to engage on difficult issues and work with others with transparency and fairness.

Pay Range

Minimum \$152,050.00, Midpoint \$190,050.00, Maximum \$228,050.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact