



Director of Compliance and Risk

Join Arizona Western College as the Director of Compliance and Risk, leading institution-wide compliance, risk management, and investigative functions. This role offers the opportunity to shape policy, strengthen institutional processes, and support a safe and well-managed campus environment. Step into a leadership role where your expertise drives integrity, accountability, and operational excellence across the College.

Salary:

\$71,700– \$89,625 per year, depending on experience. Salary range reflects potential additional compensation and market comparison at 25% above the base salary.

Summary of Function:

The Director of Compliance and Risk is responsible for the leadership, management, and execution of the College's Compliance and Risk programs. The role is one that encompasses institution-wide responsibilities and requires a high level of discretion, judgment, and professional expertise. The role requires the ability to operate independently while engaging collaboratively with different individuals across the campus communities, including leadership, staff, faculty, and students.

Typical Duties:

Serves Students.

Provide strategic leadership and direction for the Compliance and Risk Department.

STRATEGIC LEADERSHIP AND ADMINISTRATION

- Serve as the College's designated Title IX Coordinator as well as Title VI Coordinator, with institution-wide authority and responsibility.
- Regularly review institutional policies, procedures, processes related to discrimination, harassment, sexual misconduct, and retaliation, in concert with Title IX, Title VI, Title VII, VAWA, the Clery Act, the ADA, Section 504, FERPA, EEO, and other state or federal requirements relevant to institutions of higher education.
- Lead the development and maintenance of the College's Enterprise Risk Management (ERM) framework, identifying and prioritizing institutional risks beyond regulatory compliance.
- Oversee and conduct regular institutional risk assessments to identify potential liabilities and collaborate with stakeholders to implement mitigation strategies, including the review of insurance coverages and contractual risk transfer protocols.
- Recommend implementation or updates to institutional policies, procedures, processes related to areas of oversight.
- Ensure alignment of processes and practices with applicable federal and state laws, regulations, and guidance.
- Manage resources, staffing, and workflows to support effective and timely program operations.

INVESTIGATIONS AND RESOLUTION

- Oversee and directly engage in the intake, assessment, investigation, and resolution of complaints involving discrimination, harassment, sexual misconduct, retaliation, hazing, FERPA and privacy, and other as assigned.
- Provide support and engage in employee relations matters as assigned.
- Ensure that investigations are prompt, thorough, impartial, and conducted in accordance with institutional policies, procedures, and legal requirements.
- Provide oversight and guidance to other investigators, advisors, hearing officers, and decision-makers.
- Ensure appropriate coordination and collaboration with campus partners, including Human Resources, Student Services, Public Safety, Academic departments, and others, as applicable.
- Support fair and consistent outcomes while maintaining confidentiality and procedural integrity.

COMPLIANCE OVERSIGHT AND RISK MANAGEMENT

- Stays abreast on federal and state law and regulations related to higher education, and updates the compliance plan accordingly.
- Conducts systematic review and evaluation of operational policies and procedures to monitor compliance success in regard to federal and state regulations relating to public institutions of higher education and overall best practices.
- Monitor institutional compliance with Title IX, Title VI, Title VII, VAWA, the Clery Act, the ADA, Section 504, FERPA, EEO, and other state or federal requirements.
- Track regulatory developments and assess their implications for institutional policy, procedure, process and practice.
- Advise senior leadership and department heads on compliance risks, emerging issues, and mitigation strategies.
- Prepare and coordinate responses to external inquiries, audits, and investigations by regulatory agencies.
- Ensure accurate documentation, recordkeeping, and reporting in accordance with federal, state, and institutional requirements.
- Stand-up and utilize the college's designated document and recording keeping system.
- Serve as Chair for the Compliance Committee, working with internal stakeholders to coordinate, implement, and deploy updates, ensuring that high levels of institutional compliance are maintained.

EDUCATION, TRAINING, AND PREVENTION

- Design and oversee related education and training programs for students, faculty, staff.
- Ensure that training content is current, effective, and aligned with federal, state, institutional, and legal requirements and best practices.
- Ensure that staff and faculty assigned to support federal and state requirements receive training regularly.
- Support prevention initiatives addressing discrimination, harassment, and sexual misconduct.
- Develop related educational resources and communications to support awareness and understanding across the campus community.
- Develop outreach initiatives that encourage proactive risk reporting engaging best practices for institution-wide integration and awareness of integration of compliance considerations into daily operations.
- Ensure appropriate coordination and collaboration with campus partners, including Human Resources, Student Services, Public Safety, Academic departments, and others, as applicable.
- Collaborate with internal stakeholders and departmental leaders to develop action plans and deliverables to meet federal and state requirements.

DATA, ASSESSMENT, AND CONTINUOUS IMPROVEMENT

- Oversee systems for data collection, case tracking, and trend analysis.
- Analyze patterns and trends to identify systemic issues and opportunities for improvement.
- Evaluates pertinent data and reviews reports, policies, procedures, and processes for compliance with internal policy and external regulations.
- Use data to inform policy, procedure, or process updates, training priorities, and strategic planning.
- Support continuous improvement of processes to strengthen consistency, transparency, and effectiveness.

EXTERNAL RELATIONS AND INSTITUTIONAL COORDINATION

- Serve as one of the College's liaisons with external agencies, including the U.S. Department of Education's Office for Civil Rights, the Department of Justice, the EEOC, and state or local oversight bodies, as appropriate.
- Coordinate with internal stakeholders on complex matters and regulatory compliance.
- Represent the College in external forums related to federal and state compliance and/or risk related matters such as but not limited to, equal opportunity, Title VI, Title VII, Title IX, as appropriate.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree, or higher, from an accredited institution of higher education
- Formal documented training or certification in Title IX, civil rights compliance, investigations, Accommodations, or related areas

- Demonstrated experience conducting and/or overseeing complex investigations involving allegations of discrimination, harassment, sexual misconduct, retaliation, hazing, conduct, or other related areas; preferably in a higher education setting
- Experience interpreting and applying federal and state regulations in an institutional context, including Title IX, Title VI, Title VII, VAWA, the Clery Act, ADA, Section 504, or other areas
- Leadership and supervisory experience within higher education, the public sector, or similarly complex organizations
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week, in-person
- Monday-Thursday, 7:00am-5:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of federal and state laws specific to post-secondary institutions, including Title IX, Title VI, Title VII, Clery Act, VAWA, ADA, Section 504, and FERPA.
- Knowledge of supervisory principles, practices, and techniques, including the ability to effectively lead others
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in engaging and demonstrating a high level of integrity, discretion, and professionalism
- Skill in utilizing case management systems to collect data, perform trend analysis, and generate reports that inform strategic planning and prevention efforts
- Skill in chairing cross-functional committees and leading stakeholders toward a unified culture of compliance and proactive risk reporting
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, manage one's own time, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to communicate clearly in high-stakes situations
- Ability to monitor regulatory developments and provide high-level briefings to senior leadership on emerging risks and institutional implications
- Ability to maintain all relevant industry recognized certifications
- Ability to successfully complete industry recognized certifications and successfully engage in relevant training
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to exercise sound judgment in complex and sensitive matters

- Ability to oversee and conduct complex, sensitive investigations into discrimination and harassment while ensuring procedural due process, impartiality, and trauma-informed practices
- Ability to adapt and maintain professional composure in emergent situations
- Ability to build trust and credibility across the institution
- Ability to balance independence with collaboration in support of fair and consistent outcomes
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, student, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Location: Yuma Campus
- Benefits Eligible

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
 - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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