



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

### CAMPUS COMPLIANCE OFFICER

CALIFORNIA STATE UNIVERSITY, STANISLAUS is seeking a professional, highly motivated, and detail-oriented individual to serve as the Campus Compliance Officer. This position reports to the Vice President of Faculty Affairs and Human Resources and, with minimal supervision, will be required to conduct research, in-person interviews, and provide legal perspectives on a broad array of complex university matters.

This position is responsible for review and/or investigation of discrimination, harassment, and other legal employment issues/complaints and, as assigned, may represent the campus at administrative hearings. This position will conduct training for the campus community on policies and regulations.

In addition, this position will be responsible for reviewing campus documents and processes to ensure compliance with federal, state, CSU system, and campus policies and regulations; collaboratively assess and develop documents and/or processes that minimize the campus liability (e.g., Institutional Review Board matters regarding human subject research projects; animal welfare projects; hazardous materials; intellectual property rights; research misconduct or conflict of interest; grant funding regulations; and campus information security practices). Serve as the campus officer/manager/coordinator for: FERPA; Whistleblower Officer; Conflict of Interest Filing; California Public Records Act requests; compliance with records retention policies.

**THE UNIVERSITY:** California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 371 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: [www.csustan.edu](http://www.csustan.edu).

**QUALIFICATIONS:** Candidates must have at least three to five years of directly related experience and possess a doctorate of jurist prudence (J.D.). Strong writing skills are required. Experience in developing training programs is highly desirable. Strong background in liability and risk management.

**APPLICATION PROCEDURES:** In addition to submitting a standard CSU Stanislaus employment application, which can be found on our website at [http://www.csustan.edu/hr/Employment\\_Opportunities/Management/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applications must include a cover letter, resume and at least three professional references. Application review will begin immediately with a deadline of April 6, 2012; position will remain open until filled. Compensation is competitive and will be commensurate with background and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page: [http://www.calstate.edu/Benefits/Summaries/2007\\_MPP.pdf](http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf)

Please forward applications to:

Office of Human Resources  
California State University, Stanislaus  
One University Circle, HR - Suite 320, Turlock, CA 95382  
(209) 667-3746; Fax (209) 664-7011

Electronic application packets can be sent to [fwojo@csustan.edu](mailto:fwojo@csustan.edu)

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action/Title IX/section 503-504 employer. Qualified women, minorities and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery Act: In compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

3/21/12