



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Policy Development Manager
Department:	Office of Compliance
Reports To:	Vice President of Compliance and Chief Compliance Officer

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees must complete the 90-day probationary period to be considered for an alternative work schedule

General Function (Description):

The Office of Compliance is a division within the Office of the General Counsel. Under the Vice President of Compliance and Chief Compliance Officer (VPCCO), the Policy Development Manager position serves as a key facilitator in the development, review, and dissemination of institutional policies and policy revisions. The position coordinates across constituencies and various policy owners to ensure appropriate stakeholders are involved in the development and revision of campus-wide policies. The Policy Development Manager, in coordination with the VPCCO, serves as a liaison to university administrators, faculty, staff, students and constituents regarding policy development processes and ensures policies are well-defined and accessible. The position provides broad oversight to the development of and compliance with policies that govern the university's operations. The Policy Development Manager will include conducting research on changing regulations, ensuring policies are updated and properly indexed, conducting training as needed to ensure new guidelines are understood. The position partners directly with departments and programs to ensure operational practices are in alignment with policy.

Examples of Duties and Responsibilities:

Policy Development and Implementation

- Develop policies and procedures to ensure they meet organizational needs and comply with applicable laws and regulations; may be required to directly draft policies, if needed.
- Collaborate with university departments, faculty, staff, and administration to gather input, address concerns, and ensure a participatory approach to policy development; clarifies and advises on the possible interaction between proposed policies with other existing policies;
- Conduct comprehensive research and analysis on emerging trends, regulatory changes, and relevant data to inform policy development. Update policies and procedures to ensure fulfillment of current and new regulatory obligations;
- Establish and maintain a systematic approach to the lifecycle of policies, including periodic review, revision, and retirement as necessary; Maintaining documentation and record of all policy history (i.e. updates, edits, revisions, deletions, rationale);

Training and Communication

- Develop policy dissemination strategies with policy owners to increase awareness and understanding of policies and procedures;
- Deliver compliance training programs for employees at all levels of the organization. ensuring adherence across the university enterprise.

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Monitoring and Reporting

- Assist the VPCCO in completing projects and tasks designed to monitor and ensure organizational compliance with all relevant laws, regulations, and standards.
- Monitor and manage department-assigned communication channels.
- Organize and evaluate effectiveness of training sessions and workshops to educate university stakeholders on new policies, updates, and compliance requirements.
- Prepare policy data for analysis, generate reports and assists the VPCCO to issue spot, conduct trend analysis, and identify new and improved methods and metrics for reporting

Regulatory and Statute Updates

- Review federal and state requirements, research protocols, and other government, local, and University mandates to ensure that the university and its employees comply with these regulations;
- Research and analyze policy concepts, complex policy issues to ensures that the university policies align with legal requirements, regulatory standards, and institutional objectives
- Consult and interact with other institutions, federal agencies, and other entities outside of the University (as needed) to discuss best practices, compliance concerns, or regulation interpretation;

Promoting a Culture of Ethics and Compliance

- Serve on university committees as approved by the VPCCO.
- Identifies, proposes and implements process improvements.
- Performs other duties as assigned by the VPCCO.

Knowledge, Skills and Abilities

- Knowledge of applicable federal and state regulations
- Proficiency in business applications including but not limited to DocuSign, Adobe Acrobat, Microsoft Excel (including Pivot Tables, VLOOKUP, INDEX/MATCH, and complex formulas), Word and PowerPoint; able to learn other compliance software as needed.
- Superior verbal and written communication skills
- Ability to work independently and prioritize multiple tasks/projects to meet deadlines
- Ability to interact professionally and fluently with a diverse group including administrative executives, faculty, students and external representatives

Minimum Hiring Standards

Education	Bachelor’s degree preferred from an accredited college or university in a related field required.
Years of Experience Required	Minimum 5 years of relevant experience in policy development and compliance, training and development, management, university administration or equivalent areas of expertise.
Years of Management/Supervisor Experience	N/A