



JOB DESCRIPTION

TITLE: Assistant to the President & Manager of Compliance
STATUS: Full-time, Exempt
BENEFITS: Full Benefit Eligibility
REPORTS TO: The President of Manor College

Position Summary

The Assistant to the President & Manager of Compliance's duty is to serve as the chief assistant to the president on numerous regular and miscellaneous matters ranging from scheduling, responding to correspondence, and coordinating events and activities to helping to build key relationships, handling process paperwork, and organizing the office. It is commonly mused that an Executive Assistant to the President's position in higher education is the "other duties as assigned" role, and such is the case here. The job is broad ranging and the individual to fulfill the role should be both a strong critical thinker and a personable people helper who is comfortable speaking with and to small and large groups.

Such a role is joined with a legal, government, policy, and risk reduction and response component. Therefore, the role includes assessing and unifying policies into a consistent format positioned into one locale / an electronic platform accessible to all internal college constituencies; to craft and help enforce and maintain institutional compliance tables, e.g., Higher Education Act / Higher Education Compliance Alliance / Cleary / FERPA, etc.; and to assess and help reduce varied layers and natures of campus risks, helping to insure insurable risks and to alleviate or mitigate risks that can be addressed as such. The role will need to be led in a fashion that is very cost conscious, effective for the institution, and in collaborative synergy with other departments.

The role will involve planning, assistance, and advice with/for the College's various accreditation processes and programs, and will support the President's office with numerous compliance and educational training programs for faculty, staff, and administration.

The role will also require advice and assistance to the President relative to compliance and preparation for board and committee processes and meetings.

Specific Responsibilities & Essential Functions

- Upholding and fulfilling the college's Catholic Basilian mission.
- Assisting the president of the college with any and all administrative, management and leadership matters as requested
- Organizational and process duties are wide-ranging
- Assess and unification of the college's policies and procedures into a consistent format electronically
- Craft, enforce and maintain institutional compliance tables
- Risk Management
- Collaborate with other departments providing support, education and training to build compliance and risk awareness within the institution
- Provide advice, assistance and support to the president relative to compliance for board processes and meeting
- Reports directly to the president
- Role must be led in a cost conscious, effective, efficient way for the institution
- Timeliness of completion of projects and assignments is of the essence
- Must have strong attendance and willingness to be flexible with work schedule
- Other duties as assigned

Criteria & Qualifications

- 1-2 years policy drafting experience preferred
- Strong verbal and written communication skills
- Good with interpersonal relationships; friendly demeanor
- Strongly self-starting / someone who takes real initiative to get things done; a go-getter; someone who knows how to channel their ambition for the greater good
- Knowing that the chain-of-command means appropriately balancing doing things on their own with making sure permissions are gained where they should be gained
- Excellent organizational skills
- Ability to perform accurately in a detailed-oriented environment and handle confidential and time-sensitive matters.
- Ability to independently manage multiple projects and priorities.
- Ability to strictly adhere to pressing deadlines
- Comfortable with some public speaking and leading job related meetings and committees
- Proficient in the usage of computer programs (Microsoft Office Suite)
- Bachelor's Degree or higher with some level of concentration in law and/or policy
- Licensed or credentialed legal professional preferred.

Salary

- \$35K - \$45K annually with benefits.
- Competitive benefits package
- One remote work day per week

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.