

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Compliance Training Coordinator II  
Code: 17017  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Institutional Compliance and Risk Services  
Reports To: Director, Institutional Compliance and Risk Services

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## *Summary*

- Function: To assist the Director of Institutional Compliance with the development and delivery of the compliance training requirements of the enterprise-wide risk management infrastructure at UTSA.
- Scope: Develops and coordinates compliance training, department website content and evaluation surveys. Collaborates with subject matter experts and analyzes training data to provide support for online design and development of programs administered by the Institutional Compliance Office.

## *Duties*

- Typical:
  1. Administers the online compliance training program for all employees and serves as key contact for compliance training.
  2. Assists the Director of Institutional Compliance with the assessing, planning and prioritizing of compliance training needs.
  3. Leads the production of compliance related online courses, tutorials, modules and learning resources in a variety of media formats.
  4. Collaborates with subject matter experts (SMEs) and members of the university community on instructional design needs to include effective uses of multimedia formats.
  5. Analyzes compliance related training data to monitor the effectiveness of training modules and identify opportunities for enhancements.
  6. Maintains an awareness of trends in innovative use of technology in teaching and learning.
  7. Designs, administers and supports UTSA mandated Dean and Chair Evaluations including final reporting to management.
  8. Oversees the development and maintenance of the department's website(s) which includes ensuring updates are posted in a timely manner, links are operational, site is fully functional and the overall interface is user-friendly.

<p>9. Provides data for internal and external reports.</p> <p>10. Performs other duties as assigned.</p>
<ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Attends professional training and conferences.</li> <li>2. Assists with special projects.</li> </ol> </li> </ul>

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Bachelor's degree in computer science/technology (or related computer field) from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent written and oral communication skills.	Certified Compliance and Ethics Professional and/or Certification in Control Self-Assessment and/or Certification in Risk Management Assurance and/or other related professional certification.
Excellent time management skills and the ability to coordinate several projects simultaneously to meet deadlines.	
Demonstrated effective interpersonal skills.	
Ability to interact in a professional manner with faculty, staff, and the public.	
Criminal background check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of related administrative professional or business management experience and two years of e-learning development or related experience.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of personal computers, with a solid working knowledge of Microsoft Word, Excel, and Access.	N/A
Working knowledge of web development software (i.e., Articulate, Flashform, Adobe Dreamweaver, Fireworks and InDesign).	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time constraints. May work some evenings and weekends.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from management.	May supervise assigned clerical and other staff members.

***Accuracy***

Proficiency in all phases of duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

This position requires that the incumbent be responsible for the execution of an effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies, and procedures are followed.