

Job Title**Compliance Support Assistant, College of Osteopathic Medicine****Job Description:**

The Compliance Support Assistant will support the College of Osteopathic Medicine Office of Student Affairs (OSA) by providing support on immunization, criminal background, drug screening and online training compliance. Additionally provide general administrative and clerical support to the Dean of Student Affairs, Enrollment and Accreditation including the office of student affairs and admissions. The Compliance Support Assistant will work closely with other support Staff and Faculty at the college.

Reports to:**Assistant Dean of Student Affairs, Enrollment and Accreditation****Classification:****Full-Time, FLSA Non-Exempt****Essential Duties:**

- Assist the Director of Student Services with all functions that ensure student needs are being met.
- Assist in the planning of student life activities and with events such as Accepted Students Day, Orientation, White Coat Ceremony, Convocation, and Graduation. This includes interaction with faculty, staff, administration, community leaders and outside vendors.
- Assists in the overall development of student organizations and the implementation of student activities. The specialist will assist the Student Affairs Program Manager in the management of student organizations, process paperwork, and work collaboratively with student leaders and club advisors to ensure validity and success of student organizations.
- Assist with recruitment, Tracks student compliance with student policies, expectations, and trainings, including such items as immunization compliance, criminal background checks, drug screening and online training modules such as FERPA, HIPAA, CITI, etc.
- Track matriculation requirements regarding health insurance and ensure compliance to CHSU policy.
- Serve as the point of contact for student's questions concerning compliance as listed above.
- Communicate with incoming and current students on their current compliant status.
- Ensure confidentiality and protection of student compliance records.
- Serve as the point of contact to the compliance organization for resolution of complaints, issues or concerns.
- Provides general administrative and clerical work including answering phones, scheduling meetings setting up conference room reservations.
- Prepares documents as requested including reports, presentations and other written communication as required.
- Works closely with Student Affairs and Admissions staff with special projects and annual events.
- Other duties as assigned.

**Qualifications/
Education:**

Education

- Associates or Bachelor's degree in a relevant field preferred
- Experience working in a student services role preferred
- At least 2 years of related experiences
- Previous experience in Osteopathic or Allopathic Medical College financial aid administration preferred

Key Competencies

- Two or more years related administrative experience, preferably in a fast-paced environment.
- Superior organizational skills and detail orientation; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up
- Self-motivated, and able to work independently with minimal supervision
- Strong research and analytic skills
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion
- Ability to anticipate needs and work proactively to manage the daily flow of the building
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community
- High proficiency with technology, including Apple and PC hardware and Microsoft Office software
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook and Excel

Compensation:

\$ 23.00- \$ 25.00 per hour. Pay is commensurate with experience.

CHSU offers competitive wage based on experience plus benefits and is an EEO Employer.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **Student Services Specialist** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) Employer.

Minorities, women, veterans, and persons with disabilities are encouraged to apply.

“As a health sciences university, CHSU requires all employees to be up to date with COVID-19 vaccination prior to their start date. Your employment is contingent upon providing proof that you are currently fully vaccinated. CHSU will consider requests for medical or religious accommodation to this vaccination requirement prior to your start date.

To be up to date with your COVID-19 vaccine, you must have all doses in the primary series and one booster when eligible. If you are unable to be up to date with your COVID-19 vaccine by your start date, your start date will be postponed. You will have 14 days to remedy the issue and show proof. If you cannot fulfill the requirement nor obtain an accommodation within 14 days, your offer will be rescinded

To learn more about our team, click here:

<https://chsu.edu/directory/#university>

<https://chsu.edu/directory/#pharmacy>

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