



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Compliance Coordinator

Position Title: Compliance Coordinator
Reports to: Executive Director of Institutional Research and Planning
Position Classification: Unclassified – Grant Funded

Position Summary:

The Compliance Coordinator's role is to design, implement, monitor and update comprehensive policies and procedures to ensure compliance with federal, state and institutional programs.

Duties and Responsibilities: The Compliance Coordinator will:

- Ensure compliance with federal, state and institutional policies and programs
- Identify potential areas of compliance vulnerability and risk system-wide
- Design and execute a system of internal controls to ensure financial aid operations, Sub-recipients of Manufacturing Extension Partnership Awards, and Sub-recipients of the SNAP E&T program are compliant across all LCTCS colleges
- Read, analyze and interpret Federal and State regulations and provide training to college and system-level personnel
- Monitor federal and state regulatory environments and communicate proposed changes system-wide
- Work with staff and management at the colleges to ensure that the student information system (BANNER) is set up to properly to administer financial aid according to regulatory requirements.
- Work with staff and management at the colleges to ensure that programmatic expenses for the MEP sub-recipient program are requested according to regulatory requirements of 2CFR200
- Work with staff and management at the colleges to ensure that programmatic expenses for the SNAP E&T sub-recipient program are requested according to regulatory requirements
- Conduct program reviews as defined by state and federal agreements
- And other duties as assigned

Minimum Qualification Requirements:

- Bachelor's degree and three to five years of progressive compliance experience
- Experience in continuous improvement, quality, workflow optimization, operational efficiency, and growth services.
- Strong analytical abilities, written and communication skills.
- Ability to relate well with people of diverse backgrounds
- Strong knowledge of Microsoft Office software (Outlook, Excel, PowerPoint and Word).
- Ability to learn to operate College-specific software and applications.
- Ability to work with continuous attention to detail in composing, typing and proofreading material. Ability to establish priorities and meet deadlines while effectively managing time. Must be able to work in a fast-paced environment with a demonstrated ability to multi-task.
- Ability to work under pressure and manage multiple projects
- Excellent communication skills required, both verbal and written.

Preferred Qualifications

- Master's degree
- Knowledge and expertise in Supplemental Nutrition Assistance Program (SNAP) Employment and Training
- Strong understanding of Title IV programs, Go Grants, the Taylor Opportunity Program for Students
- Knowledge and understanding of the Hollings Manufacturing Extension Partnership
- Knowledge and experience with program evaluations, budget creation, revisions and expenditures

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance
Proof of Education

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu.

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.