



Job Title	Academic Compliance Specialist I, II, III	Job Code	AA0312, AA0313, AA0319
Pay Plan	A&P	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Exempt
		Union Code	0
Job Family	Academic and Program Management	Subfamily	Academic Program Accreditation and Compliance

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Program Accreditation and Compliance Professionals serve to ensure the effective accomplishment of the academic mission of the university. Coordinate academic assessment, compliance, planning, programing, and scheduling with deans, chairs, and other academic leaders on and off campus including our accrediting bodies. Oversee programs and policies that deal with students' academic programs.

Job Summary

Coordinates university-wide compliance, reporting, and other quality enhancement activities that support institutional and specialized program accreditations. Assists in advising academic stewards (vice provosts, deans, academic unit heads, and program directors) and other stakeholders on such matters. Recommends new or modifications to existing university-wide policies, procedures, and processes to enhance associated efforts.

Representative Duties

1. Compliance

- Coordinates compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and university faculty qualifications standards for teaching and academic program oversight
- Reviews teaching certifications for all faculty instructors of record at the university
- Coordinates the collection, review, and auditing of academic program director qualifications

2. Data and Resource Support

- Manages collection, validation, and archiving of official transcripts and U.S. degree equivalency evaluations
- Develops and maintains resources to help facilitate timely and accurate data collection
- Works with vendors to establish effective business processes and to assure high quality service to UCF academic units

3. Academic Quality Enhancement

- Assists in planning and coordinating site visits and related activities
- Conducts research and analyses to support activities and functional areas of responsibility
- Develops and maintains reporting tools for the office of the Quality Enhancement Plan

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.