



		ISSUED: 8-12-2021
TITLE: Compliance Analyst (Office of Registrar)	SALARY TABLE: AP	CLASS CODE: PN381
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: None	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Develop and monitor processes to ensure the Office of the Registrar’s compliance responsibilities are met including enrollment reporting for Title IV financial aid; other federal and state compliance matters; Higher Learning Commission; NCAA regulations; and the Board of Governors policy. The position will also act as primary support for the implementation of tuition structures at the university as mandated by the Board or their designees.

ESSENTIAL FUNCTIONS

(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation, listed in order of importance.)

Essential Functions	% Time
Monitor student enrollment, graduation, leave of absence and withdrawal data on Banner and transmit to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NLSDS) to ensure compliance with enrollment reporting responsibilities. Monitor transmission schedule error reports from the NSC and the NLSDS, university-specific processing requirements. Recommend updates to processes to ensure compliance with Title IV regulations.	25%
Test systems processes, including workflows (withdrawal, leave of absence, administrative dismissals, etc.), Appworx Chains and Banner processes, including all aspects of the Banner system that touch on enrollment, degree certification, and mandated reporting to ensure university remains in compliance with required data that must be transmitted for enrollment reporting requirements.	25%
Serve as backup to the NCAA Certification Officer in the Office of the Registrar to verify student eligibility to participate in sports. Assist in systems and data management support for NCAA certification.	15%
Update existing tuition rules in Banner for main campus, the Law School and the Medical School whenever the university approves new tuition increases in order to properly assess tuition to all Wayne State university students, ensuring compliance with tuition rates as set by the Wayne State University Board of Governors.	10%
Investigate audit or questions in periodic audits (federal, state and institutional). Assist in the development of responses and implementation of corrective action plans found as a result of annual or other periodic audits. Interface with the National Student Clearinghouse to ensure they are following our agreed upon processes.	10%

Monitor federal registry and work with management to ensure the university remains in compliance with new regulations.	5%
Interface with other staff in the university, including technical and operational, to ensure Office of the Registrar systems and process interface effectively with other areas of the university.	5%
Perform other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education Bachelor's degree

Bachelor's degree in Business Administration or related field.

Experience Specialist (minimum 5 years of job-related experience)

Knowledge, Skills and Abilities

Knowledge of (or demonstrated ability to learn): Federal Title IV regulations; the technical environment at the University supporting compliance; University policies that could impact compliance with regulations at all levels and Banner (or similar ERP for higher education).

Working Conditions

Normal office environment.