



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Compliance Manager

Location: Erie
Department: Registrar
Reports To: Registrar
Full/Part Time: Full-Time
Classification: Non-Exempt
Closes: Open until filled

POSITION SUMMARY: The Compliance Manager reviews and verifies the student data for internal and external constituencies. Additionally, this position supports the Registrar in review and validation of required reporting.

DUTIES AND RESPONSIBILITIES:

- Assist in compliance review, and eligibility status for all sports. Oversee progress toward degree (PTD) credits, review transfer credits and verify academic standing for NCAA reporting.
- Create, edit, and verify enrollment reports for the National Student Clearinghouse,
- provide accurate data, review, and confirm information provided for the Gainful Employment reporting.
- Work with IT to develop, test, and maintain reports for the various agencies.
- Assist in editing and updating of the annual academic catalog.
- Creates Academic Calendar for approval by Provost.
- Produce and publish graduation materials.
- Maintain Registrar's web page(s) for the Portal - managing time sensitive documents posted for faculty and student use.
- Provide information/training to faculty and students to utilize self-service technologies for academic records.
- Assist in the management of registration appointment times for students.
- Assist and support co-workers to ensure timeliness of transcript processing, enrollment verification, file management, scheduling advisement and posting of transfer credits.
- Work with IT to ensure that updates to the Student System software do not negatively impact records processing.

QUALIFICATIONS:

- **EDUCATION** – Bachelor’s degree required; or 1 to three years related experience and/or training; or equivalent combination of education and experience.
- **KNOWLEDGE/EXPERIENCE:** One to two years related administrative experience in a team-oriented environment.
- **SKILLS/ABILITIES:** This position requires strong organizational and communication skills, both oral and written, with a strong attention to detail. Computer literacy, including a strong working knowledge of Excel, and Word. Working knowledge of the Ellucian system is preferred.

COMPETENCIES:

Position requires the person to be self-directed with the ability to work as a team member. Additionally, the position requires strong writing skills and the ability to interpret, adapt, and apply guidelines and procedures.

WORKING CONDITIIONS/PHSYICAL REQUIREMENTS:

LIFTING	Rarely
DRIVING	Never
PUSHING/PULLING	Rarely
DATA ENTRY	Frequently
CLIMBING	Never
OVERNIGHT TRAVEL	Rarely

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.