JOB DESCRIPTION: COMPLIANCE TECHNICIAN

DEPARTMENT:	Information Technology	**REPORTS TO:**	Manager, Compliance Services
JOB CLASS:		**PAY GRADE:**	A
EXEMPT STATUS:		**DATE:**	4/05/2011

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success in the 21st century.

POSITION GENERAL SUMMARY:

The Compliance Technician supports the Manager, Compliance Services in the coordination and administration of IT compliance and audit activities. This position assists with activities related to the acquisition, compliance, and audit processes for all information systems, hardware and software, and related resources and services. Additionally, this position assists with the planning and documentation of selection criteria for enterprise computer systems' hardware, software and services; the performance of financial analysis for acquisition cost-effectiveness; developing acquisition and inventory control processes; developing lease/buy models for hardware and software; planning for major hardware and software upgrades and changes; and ensuring that change management procedures and methodologies are used. The Compliance Technician will be responsible for assisting with the coordination of the key compliance and audit activities associated with the four major IT asset life cycle phases (Strategize, Evaluate, Execute and Manage).

ESSENTIAL POSITION FUNCTIONS:

- Assist with the review IT resource expenditure and volume purchase agreements (hardware and software) with senior management
- Document equipment evaluation criteria and configuration standards
- Document procedures to determine hardware and software system requirements
- Document a regular review of all Technology acquisition and financial processes
- Participate in the development, implementation and maintenance of allocation and chargeback of information systems equipment
- Document service-level agreements, and assign compliance levels
- Review and maintain lease/buy models
- Document and update licensing agreements
- Maintain regular contact with outside vendors
- Document activities with procurement, financial, business units, IT architects, legal departments and third-party service providers (in some outsourced environments) in analyzing proposals and negotiating vendor contracts to acquire hardware and software and service resources
- Maintain current knowledge of hardware and software changes, and plan for changes in response to dynamic business needs
- Document the development and maintenance of tracking systems for hardware and software acquisition, including related services
- Identify potential service level problems before they occur and communicate solutions

- Document organizational operating procedures, applicable security procedures and support/practice needs to insure that the quality/design of solution provided meets IT Governance requirements
- Participate in the development and implementation of processes that improve efficiency and enhance productivity
- Assist in compliance reviews and assessments
- Assist in the review for compliance with all federal, state, local and other legal/regulatory requirements
- Maintain system for IT Compliance Certifications

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education:

- Bachelor's degree in Business Administration or Computer Science or equivalent work experience.

Experience:

- Familiarity with organizational compliance/internal audit principles
- Familiarity with financial data/basic accounting principles
- Familiarity with organizational and IT governance principles and internal control frameworks

Knowledge, abilities and skills:

- Possess strong interpersonal skills with all levels of the organization; work with teams to solve dynamic problems
- Know and understand business needs; maintain a high level of trust and confidence
- Effectively adapt changing technology to business needs
- Possess a working knowledge of organizational compliance/internal audit principles
- Possess a working knowledge of procurement and financial management principles
- Demonstrated effective project management skills
- Strong research and writing skills
- Strong analytical skills
- Have strong vendor relationship skills
- Solve problems effectively and efficiently; communicate clearly to Team Leadership

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando office
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)