



POSITION DESCRIPTION

 MAJOR, LINDSEY & AFRICA

MAJOR, LINDSEY & AFRICA | 600 13TH STREET, NW, SUITE 750, WASHINGTON, D.C. 20005 | 202.628-0660

November 2017

Howard University

Washington, D.C. 20059

<https://www2.howard.edu/>

Howard University (“Howard” or the “University”) has exclusively retained Major, Lindsey & Africa to conduct a search for a Chief Compliance Officer to be located in Washington, D.C. Howard is an equal opportunity employer. Interested candidates please submit your resume (in MS Word) to the recruiter managing this search, Deborah Ben-Canaan and Edina Beasley, to the MLA recruiter who contacted you about this position, or by submitting your resume to HowardCCO@mlaglobal.com. Please do not contact the organization directly; all resumes sent to the organization will be routed to MLA for handling and will create delays.

CHIEF COMPLIANCE OFFICER

Overview: The Chief Compliance Officer has delegated authority and responsibility for leading, planning, executing, supervising, reporting results, monitoring, reviewing and evaluating compliance programs and activities of Howard University and the Howard University Hospital which is a division of the University.

Compensation: Competitive salary commensurate with experience and benefits package.

Experience: The successful candidate will have at least 8 years of legal experience with compliance programs, including at least 5 years in an academic setting or in a law firm representing higher education institutions in compliance matters.

Relos: Yes.

Bar: Active bar membership in at least one U.S. jurisdiction.



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COMPANY OVERVIEW

Howard University has an enduring commitment to the education and advancement of underrepresented populations in America and the global community. Howard's unique mission represents an unwavering commitment to its core values of leadership, excellence, truth and service.

Established in 1867, Howard is a federally chartered, private, doctoral research extensive university located in Washington, D.C. With an enrollment of approximately 11,000 students in its undergraduate, graduate, professional, and joint degree programs, which span more than 120 areas of study within 13 schools and colleges, the University is dedicated to educating students from diverse backgrounds. Since its founding in 1867, Howard has awarded more than 120,000 degrees and certificates in the arts, the sciences, and the humanities. The University also produces more minority doctoral graduates in computer science than any other university in the nation and boasts nationally ranked programs in social work, business and communication sciences and disorders.

The University hosts a total of 89 buildings on 256 acres of land. In addition to the historic main campus that sits on a hilltop in Northwest Washington blocks from the storied U Street and Howard Theater, the University has a 22 acre west campus where the School of Law is located, a 22 acre School of Divinity campus in Northeast Washington, and a 108-acre research facility in Beltsville, Maryland.

POSITION OVERVIEW

The Chief Compliance Officer serves as the focal point for University-wide compliance and privacy and ethics activities, specifically: (1) educating employees on the University's Code of Conduct and applicable compliance with laws, regulations, and obligations; (2) developing appropriate monitoring plans of compliance and associated risks; (3) conducting appropriate investigations and resolving all reports of non-compliance; (4) promptly reporting allegations of criminal conduct and providing regular updates on other compliance-related allegations; and (5) providing a confidential mechanism for reporting non-compliance without fear of retaliation.

In carrying out the responsibilities of the position, the Chief Compliance Officer interacts with administration and staff of Howard University and Howard University Hospital, the Compliance Advisory Committee, the Deans of the Health Sciences Colleges, CEO of Howard University Hospital, Howard University General Counsel, internal and external auditors and relevant Committees of the Board of Trustees. He/she will supervise a staff engaged in Compliance Privacy and Ethics Program activities. This position will report to the President of the University and to the Chair of the Audit and Legal Committee.

- **Primary Responsibilities:**

- Implement written compliance, privacy, ethics and Code of Conduct policies, procedure, and standards of conduct and effective employee training and education programs to communicate those policies.
- Provide subject matter expertise and regulatory representation.
- Develop effective lines of communication.

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- Enforce standards through well-publicized disciplinary guidelines and develop policies addressing dealings with sanctioned individuals.
- Conduct periodic risk assessments and rapid response plans.
- Conduct internal monitoring and auditing.
- Serve as the accountable party in the event of a data or privacy breach.
- Respond promptly to detected offenses, developing corrective action, and reporting findings to the government via established channels.
- Provide direction and management to the Compliance Hotline/Helpline working with the internal auditor.
- Responsible for department budget, personnel, and day-to-day management of compliance staff.
- Assume other duties and responsibilities that are related and appropriate to the position and function.

QUALIFICATIONS & SKILLS

- **Education:**
 - JD from an ABA-accredited law school.
 - Active bar membership in at least one U.S. jurisdiction.
- **Required Experience:**
 - 8+ years of legal experience in a legal compliance division preferably at the management level, with a minimum of 5 years in the academic setting or in a law firm representing higher education institutions in compliance matters.
 - Must be familiar with higher education regulations and laws, including Title IX, FERPA, Clery Act and ADA.
 - Experience in state and federal regulatory oversight.
- **Desired Experience:**
 - Some experience in Federal, State and local health care regulatory compliance.
- **Personal Attributes and Traits:**
 - Strong oral and written communication skills.
 - Ability to exercise independent judgment while acting collaboratively.
 - Ability to work independently, motivate and be self-motivated, flexible, versatile, and creative.
 - Possess problem-solving ability, strong analytical skills, leadership skills, and the ability to foster strong interpersonal relationships.
 - Ability to provide sound advice, exercise good judgment and make administrative decisions in conformity with existing policies and regulations.
 - Ability to establish and maintain effective and harmonious working relationships with internal and external stakeholders.
 - Strong management and leadership skills.
 - Must have the ability to work collaboratively within a cross-functional and cross-divisional environment assisting in the resolution of issues in a manner that demonstrates strategic thinking and conforms to the highest ethical practices while fostering and enhancing a positive working relationship.
 - Flexible and versatile, with the ability to work independently with minimal supervision.



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- Ability to comprehend complex legal matters.
 - Demonstrated ability to maintain the highest ethical standards and integrity.
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CONTACT INFORMATION

To submit a resume or request additional information, please contact:

Deborah Ben-Canaan

Partner

dbencanaan@mlaglobal.com

Edina Beasley

Director

ebeasley@mlaglobal.com

No phone calls please.