

**COMPLIANCE ADVISER POSITION DESCRIPTION**  
*Office of Residence Life and Housing*

**Criteria**

- a. Must be a graduate or professional school student at Wake Forest University.
- b. Must be 21 years of age or older.
- c. Must successfully participate in a training program sponsored by the Office of Residence Life and Housing.
- d. Must not consume alcohol while serving as Compliance Adviser.

**Training**

A Compliance Adviser Workshop will be developed to train individuals in the following areas:

- a. University Alcohol Policy
- b. Legal responsibilities
- c. Alcohol education
- d. Assertiveness training
- e. Job description tasks

**Job Description**

- a. The Compliance Adviser will be scheduled by the Office of Residence Life and Housing at least two days in advance to serve at one or more registered social functions during a work period.
- b. The Compliance Adviser checks in with the designated hosts of the sponsoring organization ten minutes prior to the start of the function to observe whether proper opening procedures are in place.
- c. During the course of the function the Compliance Adviser may consult with hosts to discuss their management duties and responsibilities and advise them of risk management concerns.
- d. The Compliance Adviser will document/confront significant violations of University Policy/party procedures, if observed, and in consultation with Residence Life & Housing personnel, will inform organizations of necessary corrective actions. In addition, the Compliance Adviser, assisted by University Police/and or Residence Life and Housing personnel, may require that groups respond to suggest corrective action(s) which may closing/ending the event.
- e. Following the function, the Compliance Adviser completes a written evaluation of the event using prescribed criteria and submits the report to the Coordinator of Greek Affairs.

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- f. The Compliance Adviser arrives to the Office of Residence Life and Housing at least 30 minutes prior to the registered event(s) to distribute materials.
- g. The Compliance Adviser participates in training sessions and workshops prior to the Beginning of each semester.

**Compensation**

The compensation for the Compliance Adviser position is \$10.00 per hour to be paid by the hosting organization or organizations. Compensated time begins when the Compliance Adviser arrives to meet with the designated hosts and concludes when the Compliance Adviser completes his report immediately following the event.