



POSITION PROFILE

Director of Compliance and Legal Affairs

(Remote & Hybrid Options)

October 2025

In partnership with Summit Search Solutions, Inc.



ABOUT THE INSTITUTION

Southern California University of Health Sciences (SCU) is a regionally accredited, nonprofit institution specializing in healthcare education. SCU is dedicated to its core values of integrative whole health, evidence-based practice, health equity, and inclusivity.

The mission of Southern California University of Health Sciences (SCU) is to educate students as competent, caring, and successful healthcare practitioners and professionals. An SCU education equips students with the necessary skills and knowledge for their chosen profession while also providing a deep appreciation for integrative, whole-person health. SCU is one of the only universities in the world to combine western, medical, complementary and integrative, and traditional eastern approaches to healthcare.

SCU's enrollment increased 79% in four years. During that same period, the percentage of students from underrepresented minorities in health-related sciences increased 36% and now represents 44% of the student population. The University is at an exciting inflection point as it intentionally positions itself to become one of the leading integrative health institutions in the nation. Plans to expand program offerings and to enhance interprofessional education opportunities for students are deliberate and strategic as SCU trains students to meet the urgent need to work across disciplines and professions and navigate a variety of philosophies, practices, and treatment options. The University holds institutional accreditation with the Western Association of Schools and Colleges (WASC) as well as several programmatic accreditations. [Click here](#) to learn more about SCU.

The University is proud of the SCU Health Center, a unique educational health and wellness facility residing in the heart of Whittier, California. SCU Health faculty work directly with clinical students, helping them treat each person as a whole – considering their biology, psychology, sociology, and environment to achieve better health.

The University is committed to providing excellence in academics, service, scholarship, and leadership through its diverse program portfolio:

- Doctor of Chiropractic
- Doctor of Occupational Therapy
- Doctor of Whole Health Leadership
- Doctor of Physical Therapy - CA (in development)
- Doctor of Physical Therapy - AZ (in development)
- Doctor of Medical Science (in development)
- Doctor of Acupuncture & Chinese Herbal Medicine
- Master of Science: Physician Assistant Program
- Master of Acupuncture & Chinese Herbal Medicine
- Master of Science in Human Genetics and Genomics
- Master of Science in Medical Science
- Graduate Certificate in Human Genetics and Genomics
- Master of Science in Genetic Counseling (in development)
- Post-Baccalaureate Health Education Certificate
- Post-professional Doctor of Occupational Therapy - AZ (in development)
- Bachelor of Science in Health Sciences
- Ayurveda Wellness Educator Certificate
- Ayurveda Practitioner Certificate
- Accelerated Science Courses serving 2000+ course takers
- Additional programs planned in Exercise Science, Nutrition and more.

QUICK FACTS

- ✓ 1,300+ Students
- ✓ 14:1 Student to Faculty Ratio
- ✓ 20+ Student Groups
- ✓ 96% Retention Rate
- ✓ 45,000 Annual patient visits to the SCU Health System
- ✓ 9 Affiliated Health Centers and hundreds of affiliated clinical sites
- ✓ 25 Acre Campus
- ✓ \$1M in Institutional Scholarships
- ✓ Accelerated Sciences Division serving 2000+ course takers annually



THE OPPORTUNITY

Director of Compliance and Legal Affairs

The Director of Compliance and Legal Affairs is a strategic, experienced, and business-oriented leader who oversees all compliance related matters and coordinates with outside counsel for legal affairs on behalf of the University. In addition to traditional higher education legal matters, the Director addresses healthcare-specific compliance and regulatory issues, including provider agreements and HIPAA compliance. The Director will serve as a key member of the business affairs leadership team, responsible for leading SCU's compliance and regulatory efforts while ensuring alignment with business goals and values. This role demands a proactive compliance expert who is comfortable in a fast-paced, high-growth environment.

Remote Opportunity: This position will require building strong relationships across the campus and nationally. Candidates for this position will have the option to work on campus, hybrid, or in a fully remote capacity. Travel to the main campus in Whittier and to future learning sites to build relationships and attend key events and meetings is expected. Travel costs will be budgeted for and covered by the University.

Duties and Responsibilities – Your Mission:

Management

- Oversee day-to-day activities of the compliance management functions through delegation to department leaders, external consultants, or by direct effort.
- Ensure compliance with authorization and exemption requirements in all jurisdictions in which the University enrolls students.
- Establish and maintain strong relationships within the departments reporting to the position and across the University.
- Direct the development and maintenance of effective compliance programs and University policies.

Legal Affairs

- Oversee the delivery of legal services and resources to accomplish corporate goals, strategies, and priorities.
- Coordinate with outside legal firms and manage legal affairs budgets. Review and/or prepare contracts and other legal documents for execution by or on behalf of the University.
- Advise the Board and senior management and executives on legal issues, risk mitigation, and business decision-making, including regulatory changes.
- Review, analyze, and respond to correspondence pertaining to a variety of legal matters.

- Spearhead and oversee the University's strategies to ensure compliance with all applicable legal and regulatory obligations, including, without limitation, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Civil Rights Act of 1991, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 ("ADA"), the Age Discrimination in Employment Act of 1967 as amended ("ADEA"), the Family Educational Rights and Privacy Act ("FERPA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the General Data Protection Regulation ("GDPR").
- Develop and recommend strategic business solutions.
- Maintain proper corporate interactions with the relevant local, state, and federal governmental bodies, legislatures, and the community at large.
- Ensure compliance with all state higher education authorization requirements, including applications, renewals, reporting, and institutional approvals.
- Oversee the University's compliance training program.
- Participate in/lead training on various legal matters for the Board of Regents, management, and/or staff.
- Contribute to the overall success of the University by performing other duties and responsibilities as assigned by the University President or the Board of Regents.

Other Duties As Assigned

Qualifications:

- Juris Doctorate (JD) degree from an American Bar Association (ABA) accredited law school preferred.
- Eight (8) years of progressively more responsible compliance experience, with at least three (3) years of recent compliance experience serving an institution of higher education or serving higher education clients.
- Experience working with executive teams and boards of trustees preferred.
- Legal experience with non-profit entities and system structures preferred.

Desired Skills and Abilities:

- Extensive knowledge of relevant laws and regulatory frameworks governing non-profit institutions of higher education.
- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Excellent program development, management and leadership skills.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management and resolution skills.
- Demonstrated ability to build effective teams and to lead, mentor and develop management.
- Ability to clearly articulate complex compliance and legal issues and analysis orally and in writing.
- Ability to manage and control the allocation of available resources to achieve projects and goals.



WHY CONSIDER THE OPPORTUNITY

- **Mission & Leadership.** This is an opportunity to provide leadership for, and support the strategic growth of, a University committed to integrative, whole-person health. The University's mission of health care innovation is advanced by collaboration and defying silos.
- **Location flexibility.** With the flexibility to choose whether to work remotely, hybrid, or on-site, this position lends itself to a unique blend of educating with a mission and maintaining a high quality of work-life.
- **Culture.** The University has a collaborative, supportive and collegial environment. An Honor Roll recipient of the *Chronicle of Higher Education's Best Places to Work*, SCU has built a community of shared respect and welcomes a diversity of ideas, beliefs, and cultures, creating the cornerstone of an engaging and thriving academic culture.
- **Generous time off.** Exceptional vacation and paid time off include national holidays, the day after Thanksgiving, Christmas Eve, New Year's Eve, 3 floating holidays, 2 paid community service days, 96 hours of sick leave, and 4 weeks of paid vacation time.
- **Benefits.** Health care plans are paid 100% for employees. Options to enroll family members are available at a reasonable cost.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by October 24th will be given first consideration.** Please submit a PDF version of your resume and cover letter outlining your interest and suitability for this position.

To apply online go to <https://theapplicantmanager.com/jobs?pos=su473>

For more information please contact:

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Salary Range: The broad range is \$140,000 to \$170,000. This is a newly created position and, as such, compensation will reflect the individual's depth of knowledge and experience.

Southern California University of Health Sciences is an equal opportunity employer. Members of underrepresented groups are encouraged to apply.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North Carolina, and Texas.



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WHITTIER and SOUTHERN CALIFORNIA

Although the position can be remote or hybrid, this page is included to educate potential candidates about Whittier, CA given that the University is located there and occasional visits to the University will be required.

Whittier has a unique combination of community identity, spirit, and cooperation that has helped make it one of the most attractive and desirable residential and business locations in Southern California. Located in Los Angeles County, about 12 miles southeast of the City of Los Angeles, it boasts beautiful year-round weather with temperatures rarely reaching above 90 degrees or below 50 degrees.

Living in Whittier offers residents a small-town feel but with the benefits of a large metropolitan area with access to a vast array of cultural and recreational opportunities. In addition to all the attractions offered by the private sector, the County has several world-class facilities including the Music Center, Hollywood Bowl, Museum of Art, the Natural History Museum, the Ford Theatre, and Marina del Rey. The County manages 87 regional and local parks, 344 miles of horse and hiking trails, 19 golf courses, 31 public swimming pools, and 25 miles of beaches.

And there is no end to what Southern California (SoCal) offers in the way of world-renowned restaurants, gallery exhibits, theater, and just about every outdoor activity you can think of.

Southern Californians lead an outdoor lifestyle where family dinners can be served on the patio, an office worker can go for an outdoor run during his lunch hour and weekends can be spent bike riding, hiking, or taking the dogs for a long walk, followed by a stroll through the neighborhood farmer's market. This is the life in SoCal year-round.



To learn more about Whittier and Southern California, visit:

Whittier Chamber of Commerce: <https://www.whittierchamber.com/>

LA County: <https://www.lacounty.gov/>

Los Angeles Times Arts & Culture: https://www.latimes.com/entertainment/arts/?_lb=1