










Wisconsin Public Media Compliance Manager

-  Requisition number: JR10005168
-  Remote type: Hybrid
-  Location: Madison, Wisconsin
-  Category: Compliance, Legal, and Protection
-  Time type: Full time
-  Application period opens: Oct. 29, 2025
-  Apply by: Nov. 20, 2025, at 11:59 p.m. CST

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Current Employees: If you are currently employed at any of the Universities of Wisconsin, [log in to Jobs Hub to apply](#) through the internal application process.

Job category:

Academic Staff

Employment type:

Regular

Job profile:

Compliance Specialist III

Job summary:

Play a vital role in the success of PBS Wisconsin and Wisconsin Public Radio! While collaborating across multiple departments, use your skills to facilitate compliance with external reporting requirements, and review, draft, and process contracts, along with other documents covering a wide variety of topics. As Compliance Manager, your contributions will help uphold the integrity and accountability of our operations; ensure our adherence to applicable federal, state, and industry regulations; and, promote a culture of compliance for our award-winning mission- and public service-driven media outlets.

While some of public media's funding has been eliminated, Wisconsin Public Media (WPM) - the home of PBS Wisconsin and Wisconsin Public Radio - is financially strong and will continue to serve the public good for years to come. WPM will continue to offer Wisconsinites trustworthy journalism, compelling programming, and educational resources - delivering on UW-Madison's [Wisconsin Idea](#) that education should influence people's lives beyond the boundaries of the classroom. The Compliance Manager is a member of the dedicated finance team within WPM's Director's Office and reports to the WPM Director of Finance.

You'll receive a competitive salary, recognition of life-work integration and excellent benefits as part of UW-Madison.

This is a full-time, 40 hour a week position.

This position is Ongoing/Renewable.

This position is a hybrid position and will require some work to be performed in-person, onsite at a designated campus work location headquartered in Madison, WI. Some work may be performed remotely, at an offsite, non-campus work location. Final schedule can be discussed in the offer stage, but fully remote candidates will not be considered. Remote work requires an approved flexible work agreement (FWA). An FWA requires successful candidates to possess their own high-speed internet and phone to perform the work on a university provided computer. Per University policy, transportation between home and assigned work location is not payable/reimbursable and will be at the expense of the employee.

This position requires the ability to sit or stand at a desk and use a computer, keyboard, and mouse for several hours at a time and occasionally lift and carry heavy supplies up to 30lbs.

Key job responsibilities:

- Serve as the primary point of contact for grants and project contracts
- Audits and serves as a subject matter expert and point of contact for potentially affected units and affiliated organizations, ensuring appropriate notices are issued relating to compliance
- Assists in the implementation of the division's records management practices.
- Collaborates with other institutional compliance subject matter experts to review procedures and make change recommendations to leadership
- Assists leadership with developing and publishing compliance reports in accordance with established laws and regulations

Department:

Wisconsin Public Media, Director's Office, Finance

PBS Wisconsin and Wisconsin Public Radio are part of Wisconsin Public Media. The person in this position will be required to comply with the Wisconsin Public Media Code of Ethics:

<https://wpm.wisc.edu/policies/>, in addition to the UW-Madison code of ethics.

Compensation:

The expected salary range for this position is \$60,000 up to \$75,000.

Actual pay will depend on experience and qualifications. This position offers a comprehensive benefits package, including generous paid time off, competitively priced health/dental/vision/life insurance, tax-advantaged savings accounts, and participation in the nationally recognized Wisconsin Retirement System (WRS) pension fund. For a summary of benefits, please see

<https://www.wisconsin.edu/ohrwd/benefits/download/fasl.pdf>.

Required qualifications:

- Previous experience reviewing, drafting and processing a variety of contracts, agreements, and/or similar documents in a complex environment or industry.
- Experience working independently; including managing multiple deadlines and filing requirements.
- Demonstrated strong organizational and critical thinking skills, with expert attention to detail.
- Demonstrated strong written and verbal communication skills.
- Proficiency in Microsoft Office, DocuSign, and/or other document editing and management tools.

Preferred qualifications:

- Knowledge of media-related subject matters, including rights clearances

- Experience working in a higher education setting

Education:

Associate's Degree preferred, or equivalent relevant work experience.

How to apply:

Click the "Apply" button to start the application process. Please note, there is only one attachment field. You must upload all of your documents in the attachment field, either as one combined document, or separate documents.

We are eager to learn more about how your experience may align with this position.

The following is **required** for your application to be considered complete:

- A cover letter referring to your related work experience,
- A resume detailing your educational and professional background, and
- Up to two writing samples demonstrating your proficiency in drafting or reviewing contracts with a brief explanation of your role - which may include: a contract you drafted, an agreement you edited, or similar documents. Writing samples should be no more than 2 pages each, and can be a compilation of excerpts.

Please keep in mind your cover letter, resume and/or writing samples should address your experience and how it relates to the position qualifications. The written application materials will determine who may advance to the first-round interviews.

Since this position is responsible for reviewing and drafting contracts, close attention to detail is required. All submitted application materials will be assessed for spelling and grammar.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

Finalists will be asked to provide a list of at least three professional references with titles, emails, and phone numbers (including at least one supervisory reference). Note that references will not be contacted without your prior knowledge.

Contact information:

Alondra Vazquez, alondra.vazquez@wisc.edu, 608-890-4326
Relay Access (WTRS): 7-1-1. See [RELAY SERVICE](#) for further information.

Institutional statement on diversity:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world.

The University of Wisconsin-Madison is an Equal Opportunity Employer.

Qualified applicants will receive consideration for employment without regard to, including but not limited to, race, color, religion, sex, sexual orientation, national origin, age, pregnancy, disability, or status as a protected veteran and other bases as defined by federal regulations and UW System policies. We promote excellence by acknowledging skills and expertise from all backgrounds and encourage all qualified individuals to apply. For more information regarding applicant and employee rights and to view federal and state required postings, visit the [Human Resources Workplace Poster website](#).

To [request a disability or pregnancy-related accommodation](#) for any step in the hiring process (e.g., application, interview, pre-employment testing, etc.), please contact the [Divisional Disability Representative \(DDR\)](#) in the division you are applying to. Please make your request as

soon as possible to help the university respond most effectively to you.

Employment may require a criminal background check. It may also require your references to answer questions regarding misconduct, including sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#).

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Talent Acquisition
Office of Human Resources
University of Wisconsin–Madison
21 N. Park Street, Suite 5101
Madison, WI 53715-1218

Website feedback, questions or accessibility issues:

ohrwebmaster@ohr.wisc.edu.

Learn more about [accessibility at UW–Madison](#).

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