

11/19/2021

Job Descriptions for those Managing Out-of- State Activity Compliance

Examples 1-6

Accreditation Specialist

Approx. Salary Range \$52,000-\$57,000

Job Description, # 1

Position Summary:

The Accreditation Specialist will ensure the University's (and all its divisions') compliance with the requirements of state higher education agencies and specialized accreditors, such as IACBE for its business programs. The Accreditation Specialist will complete applications and reports to maintain compliance with federal, state, and international higher education compliance laws, which makes it possible for the University to offer programs in new locations and maintain accreditation/authorization of existing programs. This position will also cultivate positive working relationships across the University and with external higher education regulators.

He/she will coordinate with the University's faculty for report creation and submission, employing best practices for submission of information to state and international authorization agencies as well as regional and specialized accrediting bodies. Additional responsibilities include monitoring state regulations and specialized accreditation requirements and communicating changes to university stakeholders. The selected individual will communicate effectively with state regulators and specialized accreditors while maintaining effective document storage and retrieval procedures. The position will involve occasional late night/weekend work to meet deadlines and some out-of-state and/or overnight travel for training/professional development or to represent the University at state-level meetings.

In addition, the Accreditation Specialist will assist the Accreditation and Authorization department with general projects related to obtaining and maintaining accreditation for the University and its divisions.

Duties and Responsibilities:

- Complete forms necessary for the University (and its divisions) to enroll students from U.S. states and territories, and from countries around the world
- Employ best practices for submission of information to state, regional, specialized, and international accrediting agencies
- Conduct in-depth research into state, federal, international, and specialized accreditation/authorization requirements
- Develop and maintain strong relationships with state agencies of higher education, state licensure agencies, and individuals in the state authorization community at other colleges and universities
- Develop and maintain strong relationships with specialized accreditors, and individuals in the specialized accreditation community at other colleges and universities
- Communicate with and obtain information from a variety of university departments, including leading, attending and/or supporting meetings held at locations across the enterprise
- Meet stringent deadlines and demonstrate ability to successfully multi-task in a fast-paced environment
- Maintain the state authorization/compliance database
- Communicate with a variety of internal and external audiences on various topics associated with state authorization and specialized accreditation
- Create and support effective document storage and retrieval procedures

Accreditation Specialist, Job Description, #1
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- Monitor University activities and initiatives for compliance with state authorization and specialized accreditation requirements
- Assist with other Accreditation & Authorization projects as needed

Minimum Requirements/Qualifications:

- Research skills to review state, federal, and international regulations and to identify requirements for authorization/approval/licensing
- Minimum of three years' experience in an administrative position
- Bachelor's degree
- Highly PC literate and proficient in Microsoft Word, Excel, PowerPoint, and database management
- Excellent verbal and written communication skills
- Organized, detail-oriented, and proactive
- Must be dependable and self-motivated
- Ability to work collaboratively with internal and external constituents
- Maintain a high degree of confidentiality

Preferred Skills and Characteristics:

- Master's degree
- Experience in working with government regulatory and compliance agencies
- Experience with higher education, academics, and/or accreditation/authorization

Additional Notes:

- Occasional late night/weekend work to meet deadlines
- Some out-of-state and/or overnight travel for training/professional development or to represent the University at state-level meetings may be required

Accreditation Coordinator

Approx. Salary Range \$46,000-\$52,000

Job Description, #2

Position Summary:

The Accreditation Coordinator ensures the University's compliance with the requirements of state higher education agencies and professional licensure boards, the Higher Learning Commission, international governing bodies, and specialized accreditors. The Accreditation Coordinator employs best practices in the completion of applications and reports for federal, state, and international higher education agencies, the approval of which makes it possible for the University to offer programs in new locations and maintain accreditation/authorization of existing programs. This position maintains positive working relationships with the University's faculty and staff, as well as external compliance representatives. Additional responsibilities include monitoring state regulations and programmatic accreditation requirements and communicating noteworthy changes to university stakeholders. In addition, the Accreditation Coordinator will assist the Office of Accreditation and Authorization with general projects related to obtaining and maintaining accreditation for the University and its divisions. This position reports to the Assistant Director of Academic Compliance.

Duties and Responsibilities:

- Complete applications and other documents required for authorization/licensure in U.S. states & territories, and foreign countries as applicable based on university operations and authorization/licensure regulations
- Employ best practices for submission of information to state, regional, specialized, and international accrediting/authorizing agencies
- Remain current on state and federal legislation and other regulations relating to authorization/licensure of higher education programs
- Monitor University activities and initiatives and take necessary action to ensure University and program compliance with state authorization/licensure requirements
- Develop and maintain strong relationships with university faculty and staff, state agencies of higher education, and individuals in the state authorization community at other colleges and universities, including attending and/or supporting meetings held at locations across the enterprise
- Create and support effective document storage and retrieval procedures for files created and utilized by the Office of Accreditation and Authorization
- Assist in coordination of document gathering and logistics planning for major accreditation projects, such as self-study reports and site visits
- Assist with other Accreditation & Authorization projects as needed, such as site visit planning and execution, and coordination of the state authorization annual meeting with representatives from other Universities

Accreditation Coordinator, Job Description, #2
(Continued on Page 4)

Minimum Requirements/Qualifications:

- Bachelor's degree
- Minimum of two years' experience in an administrative position
- Research skills to review state, federal, and international regulations and to identify requirements for authorization/approval/licensing
- Highly PC literate and proficient in Microsoft Word, Excel, PowerPoint, and Teams
- Excellent verbal and written communication skills
- Organized, detail-oriented, and proactive
- Must be dependable and self-motivated
- Ability to work collaboratively with internal and external constituents
- Maintain a high degree of confidentiality

Preferred Skills and Characteristics:

- Experience in working with government regulatory and compliance agencies
- Experience with higher education, academics, and/or accreditation/authorization
- Patience, positivity, and a good sense of humor

Additional Notes:

- Occasional late night/weekend work to meet deadlines
- Some out-of-state and/or overnight travel for training/professional development or to represent the University at meetings may be required

Academic Compliance, Director

Approx. Salary Range \$60,000-\$70,000

Job Description, #3

Academic Compliance Responsibilities

- Supports the Academic Compliance Steering Committee
- Manages compliance with all relevant local, state, and/or federal regulatory and accreditation requirements related to the operation of academic programs across multiple states.
- Works collaboratively with stakeholders to ensure institutional compliance with statutes and regulations governing activities outside of institution, including SARA and Distance Education.
- Collaborates with academic units to ensure accurate reporting and to keep the University administration, and academic units informed of the operation and progress of compliance efforts.
- Compiles institutional information to prepare submission of new and renewal state applications, Compliance website and reports.
- Develops and periodically reviews and updates best practices to ensure continuing currency and relevance in providing guidance to administration, management, faculty, and staff.
- Maintains an effective compliance communication channel for the University, including promoting (a) use of a Compliance Website; (b) heightened awareness of laws, rules, and regulations, and (c) understanding of new and existing compliance issues and related policies and procedures.
- Monitors the performance of the compliance program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.
- Stays current with regulatory compliance at the state and federal levels
- Routinely research state authorization and professional licensure regulations to set strategy and react to changes.
- Review institutional practices and provide advice on changes to policies, processes, and systems.
- Keep database accurately updated.
- Create, monitor, and update timelines for regulatory activities.
- Create and maintain tools for tracking and advising on regulatory status.
- Participate in regional and national state authorization network workshops and conferences and engage in professional development opportunities.
- Contributes to the institutional efforts to meet the required consumer information regulations.

State Authorization and Licensure, Coordinator

Approx. Salary Range \$35,000-\$57,000

Job Description, #4

Responsibilities Include

- Maintains knowledge of state authorization standards, policies, and processes as well as state and federal laws relative to disclosure requirements for professional licensure and certification for all relevant University programs.
- Manages data, documentation, and communication required for state authorization compliance.
- Develops and maintains databases, website and documents as required to maintain compliance.
- Works with appropriate units across the University to gather necessary information. Provides regular updates and reports as directed.
- Engages in professional development at state and national level to maintain currency on compliance issues related to NC-SARA and professional licensure and certification disclosures.
- Develops (with assistance from IT Services) and manage a database to house all pertinent data related to NC-SARA compliance requirements.
- Maintains currency with compliance for online programs and professional licensure requirements, as required by NC-SARA and federal law.
- Advises the Dean of Graduate Studies, Associate Provost, and other academic leaders of changes in compliance policies and suggest corrective action to maintain compliance/licensure in all states.
- Acts as liaison between SHU and state regulation offices concerning NC-SARA and professional licensure disclosures.
- Conducts necessary research to ensure accuracy of program licensure disclosures.
- Participates in professional development trainings related to compliance.
- Performs other duties as assigned.

Requirements

A minimum of three to five years working in an educational institution in compliance, legal counsel, educational policy, academic administration, or related field.

Experience with federal, state, or local regulatory authorities, knowledge of federal and state laws affecting online programs, and experience developing and sustaining collaborative relationships with university administrative personnel and federal, state and local regulators.

- A bachelor's degree is required; master's degree in higher education, law, public policy, or related field is preferred.
- Strong verbal and written communication skills, in addition to an outstanding ability to problem solve and manage multiple competing priorities are needed. The individual must be able to work independently, set priorities, meet, and exceed goals, and adjust as needed.
- The ability to track and manage complex information and convey it using clear, simple language is a must.

State Authorization & Licensure, Coordinator, Job Description, #4
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State Authorization & Licensure, Coordinator, Job Description, #4

- Qualitative and quantitative research skills
- Experience with database management and other technological tools.
- The ability to successfully manage a healthy work/life balance, including a sense of humor.
- The ability to lead both small and large group meetings.

Distance Education Compliance Manager

Approx. Salary Range \$48,400-\$85,800

Job Description, #5 **Minimum Qualifications:**

Minimum Qualifications

Master's degree in Business, Higher Education, Legal Studies or related field and four years of related experience. Additional experience may be used on a one-to-one basis to offset the educational requirements. Grade EG. Wage range: \$48,400 (min); \$66,269 (mid); \$85,800 (max)

Position Description

The Distance Education Compliance Manager is responsible for managing campus-wide compliance efforts to meet regulatory and accreditation requirements for distance education activities. This includes ensuring the university follows all state and federal regulations specific to distance education including state authorization, licensure, misrepresentation, as well as ensuring compliance with regional accreditation standards for distance education. The Compliance Manager will be responsible for all necessary applications, payments, reports, and communication required to follow state and federal regulations. In addition, this role will oversee campus-wide efforts to provide required disclosures and notifications to students concerning distance education programs leading to professional licensure or certification. The Compliance Manager will serve as the subject matter expert and point person for student, administration and faculty questions concerning compliance with out-of-state educational activities and will work with the marketing and enrollment teams to ensure accurate information is presented on marketing and communication materials, including the UofL Online website. The Distance Education Compliance Manager will research and implement best practices related to regulatory and accreditation compliance in collaboration with various university administrators and colleagues from other universities and organizations. In addition, the Compliance Manager will manage the state authorization budget and write appropriate fiscal reports

The ideal candidate will be detail oriented and highly organized, being able to manage multiple priorities; will be able to read, interpret and analyze state regulations and licensure requirements; will have excellent written and verbal communication skills; will be able to use discretion, sound judgment, maintain confidentiality, and manage sensitive and confidential information. The candidate will demonstrate evidence of being self-directed and have the ability to work under little supervision; will have experience working in cross-departmental collaborative teams and ability to synthesize complex and/or diverse information; will be computer literate with a working knowledge of MS Office Suite, especially Word, Excel and PowerPoint; will be able to develop strong working relationships and networks among policymakers and practitioners in multiple states; will have familiarity with higher education operations and governance at the institutional, state and professional levels; and will have strong knowledge of institutional accreditation. This person must be able to interact with administration, deans, assistant, and associate deans effectively and professionally, department chairs, and faculty.

State Authorization Compliance Manager, Office of the Associate Provost for Graduate Affairs
Approx. Salary Range \$68,000-\$95,000
Job Description, #6

Job Description

The State Authorization Compliance Manager (SACM) will oversee Universities continued efforts to maintain compliance with all federal and state level regulations related to distance learning and clinical placements. Under the direction of the Assistant Provost for Academic Affairs, the SACM will collaborate with a wide variety of university offices, including but not limited to the Office of the General Counsel, the Office of Distance Education, Financial Assistance, the University Registrar, International Students and Services Office, Digital Learning & Innovation.

Required Skills

A minimum of three to five years working in an educational institution in compliance, legal counsel, educational policy, academic administration, or related field.

- Experience with federal, state, or local regulatory authorities, knowledge of federal and state laws affecting online programs, and experience developing and sustaining collaborative relationships with university administrative personnel and federal, state, and local regulators.
- A bachelor's degree is required, master's degree in higher education, law, public policy, or related field is preferred.
- Strong verbal and written communication skills, in addition to an outstanding ability to problem solves and manage multiple competing priorities are needed. The individual must be able to work independently, set priorities, meet, and exceed goals, and adjust as needed. The ability to track and manage complex information and convey it using clear, simple language is a must.
- Qualitative and quantitative research skills.
- Experience with database management, Wordpress, Excel, and other technological tools.
- The ability to successfully manage a healthy work/life balance, including a sense of humor.