



**National Council for
State Authorization
Reciprocity Agreements**

**NC-SARA JOB DESCRIPTION
7/18/2022**

POSITION TITLE: Director for Student and Institution Support

REPORTS TO: President, Chief Executive Officer

FLSA CLASSIFICATION: Exempt

GENERAL STATEMENT OF DUTIES:

Provides strategic input, policy, and direction into policy considerations and stakeholder engagement. Responsible for student and institutional support for SARA-participating institutions. Builds and maintains infrastructure of relevant online SARA programs and up-to-date resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following essential job functions and responsibilities are not intended to be all inclusive. Duties may be modified, added, or deleted)

- Serves as liaison for higher educational institutions and the state government community.
- Provides broad oversight for overall services and activities related to student and institutional support regarding the interstate delivery of postsecondary distance education.
- Provides information and materials to SARA stakeholders related to these primary issues:
 - How students are affected by requirements for state authorization of distance education;
 - Experiential learning opportunities;
 - How students and institutions are affected by SARA policies and practices that impact consumer protection;
 - Challenges presented by interstate offering of programs intended to lead to professional licensure.
- Develops, implements, and administers accessible online resources focused on assisting students and institutional staff enrolling in experiential learning opportunities.
- Develops, implements, and coordinates a system to maintain recordkeeping regarding changes in accreditation status regarding SARA-participating institutions. Coordinates relevant follow up activities with NC-SARA staff, regional compacts, states, and

institutions.

- Creates, administers, and manages a searchable online catalog for students.
- Keeps abreast of current laws and practices affecting institutions.

QUALIFICATIONS

To perform this job successfully, complex knowledge of higher education and state government laws, environment, and standards are required. These qualifications include the following requirements.

REQUIREMENTS

Experience and Education

Requires a minimum of five years of experience working in higher education, state-level higher education boards or similar state, regional, or national higher education organizations. Bachelor's degree is required with a graduate degree strongly preferred.

Knowledge, Skills & Abilities

- Requires expert knowledge of the principles, practices, and application of higher education, distance learning, and complex environments.
- Requires solid knowledge and understanding of applicable state and federal laws concerning interstate distance education.
- Solid organizational skills with the skills to effectively manage multiple priorities, complex projects, and multiple state regulations.
- Strong oral and written communication skills are necessary. Demonstrated experience and success in developing informational materials for higher education, boards, and state agencies.
- Knowledge of computers and software applications including spreadsheet, word processing, email, website, and internet.
- Ability to effectively implement SARA-related policies and procedures that will assist in the achievement of organizational goals.
- Strong interpersonal skills and ability to successfully relate to stakeholders in order to encourage communication and expedite problem solving.
- Ability to exercise initiative and judgment as well as make decisions within the scope of assigned authority.
- Ability to present and attend local, regional and national meetings with a SARA focus.

SUPERVISION RECEIVED

Works under the direct supervision of the President and Chief Executive Officer.

SUPERVISION EXERCISED

Assistant Director for Student and Institution Support.

PHYSICAL DEMANDS

The position is primarily an administrative position. Must be able to stand, sit, walk, and work on a computer. Must be able to travel up to 50% of the time. Must be able to communicate with stakeholders. Must be able to use sound judgment and decision making in responsibilities. Complex decision making and problem-solving skills are necessary. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.