

POSITION TITLE: Senior Director for Policy and Regulatory Affairs

REPORTS TO: General Counsel and VP for Policy, Regulatory Affairs, and Administration

FLSA CLASSIFICATION: Exempt

GENERAL STATEMENT OF DUTIES:

This position works on all policy-related issues and serves in a leadership capacity for the SARA Policy Modification Process. Provides strategic input and direction into policy considerations, conducts policy research, and communicates frequently with the SARA community regarding SARA policies.

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.

- Analyze state, federal, and SARA policies and participate in policy discussions.
- Follow changes to state and federal government regulations and policies impacting SARA.
- In collaboration with senior staff, build and maintain state and federal relationships.
- Conduct policy and regulatory research.
- In collaboration with the regional compacts, regional steering committees (RSCs), State Portal Entities (SPEs), and other NC-SARA staff, facilitate the SARA Policy Modification Process.
- Analyze proposed policy modifications for the SARA Policy Modification Process.
- Communicate frequently with stakeholders regarding SARA policies, via meetings, presentations, emails, and other written documents.
- Create and revise policy and technical procedures related to the SARA Portal.
- Monitor professional licensure information, related policies, and related website content, including coordinating the biannual update of the professional licensure directory.
- Update individual state surveys and related information for the State Authorization Guide.
- Assist with planning SARA meetings, workshops, summits, and webinars for the SARA community.
- In collaboration with General Counsel and other NC-SARA staff, develop white papers and blog postings as assigned on topics related to principal responsibilities.
- Attend and present at SARA Regional Steering Committee (RSC) meetings, state SARA meetings, and other local, regional, and national meetings with a SARA focus.
- Attend on-site meetings in Boulder office as needed.

QUALIFICATIONS:

To perform this job successfully, a deep knowledge of state authorization issues, including complex, detailed, and politically sensitive higher education and/or state government environments, is essential.

REQUIREMENTS:

Experience and Education

- Master's degree in higher education or related field.

- Minimum of ten years of experience working in higher education, state-level higher education boards, or similar state, regional, or national higher education organizations.
- Strong background in state authorization and significant direct experience with state-level laws and policies.
- Experienced facilitator and presenter.
- Experience with policy and regulatory research.

PREFERRED:

- J.D. or Ph.D. in higher education or a related field.
- Experience working across states on policy issues related to SARA.

Knowledge, Skills, and Abilities

- Ability to demonstrate professional interactions with state-level SARA staff, the accreditation and regulatory communities, and other stakeholders in the broader higher education and state government communities.
- Expert knowledge of the principles, practices, and application of higher education distance learning in complex environments.
- Solid knowledge and understanding of applicable state and federal laws concerning interstate distance education.
- Solid organizational skills to effectively manage multiple priorities, complex projects, and many interrelated state regulations.
- Strong oral and written communication skills.
- Strong interpersonal skills and ability to successfully relate to stakeholders to encourage effective communication and expedite problem-solving.
- Ability to demonstrate excellent initiative and exercise sound judgment as well as make decisions within the scope of assigned authority.

SUPERVISION RECEIVED:

Works under the direct supervision of General Counsel and VP for Policy, Regulatory Affairs, and Administration.

SUPERVISION EXERCISED

None.

PHYSICAL DEMANDS

This 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 35% of the time. 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.