

NC-SARA JOB DESCRIPTION

POSITION TITLE: Director of Institutional Engagement and Initiatives

REPORTS TO: Senior Vice President and General Counsel

FLSA CLASSIFICATION: Exempt

GENERAL STATEMENT OF DUTIES:

This position organizes and directs activities that bolster institutional partnerships in the implementation and ongoing management of State Authorization Reciprocity Agreements (SARA). The director works with institution staff, regional compact partners, State Portal Entity staff (SPEs), Regional Steering Committees (RSC), and other stakeholders to ensure collaboration, engagement, and transparency in our work.

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.

- Lead all aspects of the Institutional SARA Portal Project, including institutional staff access to the SARA Portal via Salesforce.
- Facilitate SARA Proposal Management System improvements with the regional compacts, RSCs, and SPEs.
- Lead continuous improvement processes related to all forms and applications for states and institutions.
- Lead the continued work on institutional engagement, including meetings, webinars, annual conferences, etc.
- Manage internal operational support to ensure improvements are made and inefficiencies minimized in the SARA Portal and related processes.
- Facilitate the SARA Policy Modification Process in collaboration with the regional compacts, RSCs, SPEs, and other NC-SARA staff.
- Manage the implementation within NC-SARA of all SARA policy changes approved through the SARA Policy Modification Process.
- Build and maintain productive working relationships with SPEs, state regulators, and other constituents regarding SARA.
- Facilitate SARA advisory committees and working groups.
- Assist with broad outreach to the SARA community, including partners at membership organizations that have a distance education or state authorization focus.
- Communicate frequently with stakeholders regarding SARA via meetings, presentations, emails, and other written communications.
- Attend and present at various SARA meetings and higher education conferences to maintain stakeholder relations and showcase SARA and NC-SARA's resources.
- Maintain the institution directory on the NC-SARA website.

- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, complex knowledge of higher education and SARA is required.

REQUIREMENTS

Experience and Education

- Master's degree in higher education or related field.
- Minimum of ten years' experience working in a degree-granting postsecondary institutions in continually advanced administrative positions.

Knowledge, Skills & Abilities

- Knowledge of Salesforce, including conceptualizing and collaborating on the development of dashboards and reports.
- Expert knowledge of principles and practices within higher education and distance learning environments.
- Solid knowledge and understanding of SARA policy.
- Organizational skills to effectively manage multiple priorities and complex projects.
- Strong oral and written communication skills.
- Knowledge of computers and software applications, including Asana, Adobe, Google Suite, Microsoft Office Suite, email, websites, and the internet.
- Ability to effectively implement SARA-related policies and procedures to help achieve organizational goals.
- Strong interpersonal skills and ability to successfully relate to stakeholders to encourage effective communication and expedite problem-solving.
- Ability to demonstrate excellent 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 Senior Vice President and General Counsel.

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 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 essential functions.