

BOARD OF REGENTS
POSITION ANNOUNCEMENT
PROGRAM ADMINISTRATOR
PROPRIETARY SCHOOLS

This position reports to the Deputy Commissioner for Academic Affairs, Innovation, & Student Success.

Responsibilities include:

- Managing and overseeing the functioning of the Proprietary Schools Section and its staff on a daily basis;
- Evaluating, learning, and leveraging new technologies to allow for submission and review of initial and renewal applications and other workflow processes related to proprietary schools;
- Managing the approval process of applications for initial licensure, change of ownership, renewal licensure, and the associate in occupational studies degree for recommendation to the Proprietary Schools Advisory Commission and then the Louisiana Board of Regents;
- Providing customer service and support to prospective and currently licensed proprietary schools to guide the approval and renewal process;
- Collaborating with other Board of Regents licensure approval staff to build and maintain efficiencies for academic and non-academic licensure programs;
- Coordinating all activities of the Proprietary Schools Advisory Commission;
- Evaluating businesses to determine the need for a proprietary school license or an exemption from licensure based upon the law;
- Utilizing technology to manage a student record retrieval process after proprietary school closures;
- Conducting investigations into questionable advertisement practices as well as coordinating a student complaint process;
- Conducting onsite technical assistance visits to licensed schools;
- Collaborating with other Board of Regents data collection staff to build and maintain efficiencies for capturing completion data from Proprietary Schools;
- Coordinating teach-out arrangements for students affected by a school's closure and conducting the student bond claim/payment process with the appropriate parties; and
- Communicating with the general public, students, faculty, school owners, state agencies, legislators, national agencies, attorneys, and CPAs regarding the operations, policies, and processes relating to Louisiana proprietary schools.

Minimum qualifications:

- Baccalaureate degree and strong management, organizational, and leadership skills (graduate degree preferred)

Desired qualifications:

- 5 years of professional experience working with propriety schools, including at least 3 years in a supervisory or project management role
- Ability to rethink processes and learn/launch new technologies to improve efficiency and effective management of the licensure process.
- Strong leadership and communication skills as well as team-building ability
- Commitment to improving educational opportunities in Louisiana

The deadline to apply is Thursday, May 15, 2020. Interested applicants should send a cover letter, resume and contact information for three professional references to bor.jobs@laregents.edu