

BOARD OF REGENTS
POSITION ANNOUNCEMENT
ASSISTANT PROGRAM MANAGER

This position reports to the Proprietary School Program Administrator.

Responsibilities include:

- Reviewing and determining the status of Proprietary School applications based on statutory requirements and the LA Administrative Code for initial licensure, change of ownership, and the associate in occupational studies degree (AOS) for recommendation to the Proprietary Schools Advisory Commission (Commission).
- Reviewing and determining the status of annual license renewal applications based on statutory requirements and the code for recommendation to the Commission.
- Reviewing and approving applications for staff/instructor approval based on statutory requirements and the code.
- Reviewing and approving applications for new and/or amended programs of study based on the requirements in the statute and the code.
- Evaluating businesses to determine the need for a proprietary school license or an exemption from licensure based upon the current Proprietary School's Law.
- Providing excellent customer service to current licensees, applicants, students, education partners, and the public regarding Louisiana Proprietary Schools and their governing statute and code.
- Perform necessary actions and investigation as part of the student complaint process.
- Communicate with current licensees and potential applicants regarding ongoing Proprietary School Processes via various communication methods.
- Communication and collaborating with industry partners and other regulatory boards or accrediting agencies, as it relates to licensed proprietary schools.
- Assisting with collection, organization, and dissemination of data related to Louisiana Proprietary Schools and their students.
- Assisting with communication and coordination of the Commission.
- Assisting in the student record retrieval process and organization of student records and data; helping to coordinate the digitization and archiving of paper records from closed proprietary schools.
- Assisting with selection and maintenance of new technologies to store Proprietary Schools records and data, including but not limited to all PSC forms and supporting documentation.
- Assisting in the promulgating of rules and regulations for publication in the *Louisiana Administrative Code*
- Performing other duties as assigned.

Minimum Qualifications:

- Baccalaureate degree;
- Strong organizational skills;
- Ability to operate effectively as a member of a team; and
- Exemplary communication skills, both oral and written.

Desired Qualifications

- Master's degree;
- Experience in a post-secondary education or government setting;
- Knowledge of process documentation or process automation tools or software; and
- Experience with WordPress or similar webpage software and design

Interested applicants should send a cover letter, resume and contact information for three professional references to bor.jobs@laregents.edu