

BOARD OF REGENTS

POSITION ANNOUNCEMENT

ASSISTANT PROGRAM MANAGER STRATEGIC PLANNING AND STUDENT SUCCESS DIVISION

This position reports to the Proprietary School Program Administrator.

Responsibilities include:

- Providing excellent customer service to current licensees, applicants, students, education partners, and the public regarding Louisiana Proprietary Schools and their governing statute and code.
- Communicate with current licensees and potential applicants regarding ongoing Proprietary School Processes via various communication methods.
- 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 solicitor 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.
- Perform necessary actions and investigation as part of the student complaint process.
- Communication and collaborating with industry partners and other regulatory boards or accrediting agencies, as it relates to licensed proprietary schools
- Fulfill student record requests for closed 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 promulgating of rules and regulations for publication in the *Louisiana Administrative Code*.
- Supporting additional licensure duties via the Board of Regents EDvera system
- Performing other duties as assigned.

Minimum Qualifications:

- Baccalaureate degree.
- Strong organizational skills.
- Ability to operate effectively as a member of a team.

- Exemplary customer service and communication skills.

Desired Qualifications

- Experience in a post-secondary education or government setting.
- Knowledge of process documentation or process automation tools or software.

Interested applicants can use the below link to apply:

<https://www.governmentjobs.com/careers/louisiana/jobs/3372860/assistant-program-manager>