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| Job Title: | Programmatic Approvals Specialist (Remote) | Job Category: | Exempt |
| Department: | Continuous Improvement | Location: | Remote |
| Reports To: | Senior Director of Programmatic Approvals | Manages Others: | No |

POSITION SUMMARY:

Reporting to the Senior Director of Programmatic Approvals, the Programmatic Approvals Specialist is responsible for research, development, and coordination of program-level approvals in support of the strategic goals of the College including but not limited to: internal new program proposals, state licensure program applications, programmatic accreditation, and specialized professional association (SPA) recognition. The Programmatic Approvals Specialist is also responsible for maintaining accurate records of all related documents and notifications of outcomes. They will work closely with other departments to ensure programs meet external regulatory and accreditation requirements.

ROLE AND RESPONSIBILITIES:

- Collaborates with Regulatory Affairs and Compliance to support alignment with official state legislative rules and requirements in designated states including but not limited to education licensure/endorsements, State Boards of Nursing, and accreditation standards.
- Maintains all documents related to state and accreditor requirements including contacts, legislation, approval procedures, timelines, application documents, renewals, refund policies, etc.
- Supports internal new program approval and development process.
- Completes applications by collaborating with the college-wide teams in the development of materials to facilitate program approvals.
- Manages the creation of centralized, consistent, and accurate application materials for components needed by external agencies.
- Tracks progress of program applications and accreditation reports.
- Communicates application progress and outcomes to relevant stakeholders.
- Ensures applications and renewal documents are aligned and accurately report program and institutional data.
- Assists with the submission of annual program renewal reports in collaboration with leaders from Regulatory Affairs and Compliance, Institutional Analytics, and academic departments.
- Supports continuous improvement by monitoring, expanding, and improving processes related to programmatic approvals

BEST PRACTICES:

- Demonstrates self-reliance by meeting/exceeding workflow needs.
- Follows established processes as outlined by Manager.
- Completes assigned duties based on daily business needs and individual skill set.
- Consistently produces a high volume of quality work.
- Capable, and adapts as needed, to work under pressure and meet tight deadlines.

CORE COMPETENCIES:

- Proven ability to work independently with limited supervision and with other department personnel.
- Must support and embrace the College's B Corp mission to improve the people and communities we serve through our civic engagement initiatives.
- Must have exceptional communication, organization, and time management skills.
- Must be "self-motivated" as well as creative and efficient in proposing solutions to complex, time-critical problems.
- Must be collaborative in driving decisions and a team-player.
- Strong analytical and problem-solving skills with a high attention to detail.
- Builds and maintains student satisfaction.
- Recognizes and anticipates student needs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree required. Master's degree preferred.
- Experience working in a college environment.
- Work experience in an online environment.
- Current, up-to-date knowledge of state, federal, and accreditor regulations.
- Experience with program or discipline specific accreditation agencies in nursing, healthcare, and business areas (CCNE, CAHME, AACSB, etc.) is strongly preferred.
- Proficient in Microsoft products such as Word, Excel and PowerPoint.
- Travel as needed.

LINK TO APPLICATION: [HTTPS://ACE.HRMDIRECT.COM/EMPLOYMENT/JOB-OPENING.PHP?REQ=1098273&&&JBSRC=1024#JOB](https://ace.hrmdirect.com/employment/job-opening.php?req=1098273&&&jbsrc=1024#job)

DIVERSITY:

At American College of Education, we believe that the best learning environment for students and staff is one in which we encounter viewpoints and experiences that are different, yet complementary to ours. This environment is fostered by the presence of persons with diverse backgrounds. While a necessary precondition, diversity is in and of itself, insufficient. To create and maintain a truly inclusive learning community, we must strive to make all feel equally valued. We may celebrate diversity, but we "live" inclusion.

PHYSICAL DEMANDS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with and receive communications from students and ACE employees in real time using online and other electronic media.

ADDITIONAL NOTES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

American College of Education seeks to attract and retain a diverse staff consistent with its diverse student body and surrounding communities.

ACE is an Equal Opportunity Employer.