Assistant Director, Regulatory Compliance  
(Job Number: 59754BR)

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>March 20, 2020</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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**Job Description**

ASU’s Mary Lou Fulton Teachers College (MLFTC) is seeking a qualified individual for the position of **Assistant Director, Regulatory Compliance**. Under general supervision, the Assistant Director is responsible for meeting and maintaining regulatory compliance requirements of MLFTC undergraduate and graduate academic programs as set forth by state and federal regulatory bodies. This includes maintaining compliance with external regulations, monitoring and tracking distance education activities, and ensuring college educational offerings are compliant with applicable approving agencies.

This position will oversee our professional licensure disclosures. Professional licensure disclosures help us ensure that our academic programs are complaint in the state our students plans to seek a professional license. For example, a program at ASU that will lead to teacher certification in Arizona, may not meet prerequisites for teacher certification in another state. These disclosures provide our students accurate information on where our programs meets regulatory requirements for licensing.

This position may be based at the Tempe or West Campus and reports to the Director of the Division of Teacher Preparation.

**Essential Duties**

- Facilitates and coordinates the completion and maintenance of program-level approvals related to state authorization, certification, licensure, or other professional credentials.
- In coordination with ASU Regulatory Compliance facilitates completion and maintenance of program-level approvals related to state authorization, certification, licensure, or other professional credentials.
- Establishes and maintains effective and productive communication with state government agencies, as well as internally within ASU, to meet and maintain compliance.
- Establishes and maintains optimal processes to support continued compliance of MLFTC programs with state and federal regulatory guidelines.
- Prepares related documentation and reports.
- Communicates with external state and federal regulatory bodies as appropriate to ensure MLFTC programs meet and maintain compliance
- Communicates with MLFTC and other ASU leadership and administrative personnel by interpreting applicable regulations and guidelines and providing other regulatory expertise.
- Liaisons with ASU Regulatory Compliance and the Office of General Counsel for interpretation and guidance of regulatory concerns, as necessary.
- Responds to student issues or concerns related to MLFTC programs and certification, licensure, or other professional credentials.
- Communicates to students as required regarding professional licensure disclosures and compliance of ASU program with applicable state regulations.
- May supervise, train, and evaluate assigned staff.
- Coordinates or assumes other duties or projects as assigned or directed.

### Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Exceptionally strong and collegial interpersonal skills, as well as demonstrated ability to communicate effectively in person, writing, and by phone.
- Ability to work effectively in an environment subject to high-expectations, tight deadlines, limited resources, and regulatory exposure.
- Ability to work independently.
- Ability to adapt quickly to changing dynamics and priorities.
- Skill in basic project management.
- Skill in designing presentation materials.

### Working Environment
Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; frequently required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals. This position receives regular review of objectives.

### Department Statement
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

### ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth
largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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