Compliance Coordinator  
(Job Number: 64649BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</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>December 29, 2020</td>
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<td>Job Description</td>
<td>ASU’s Mary Lou Fulton Teachers College (MLFTC) seeks a qualified individual for the Compliance Coordinator position. Under general supervision, the Compliance Coordinator is responsible for researching and communicating regulatory compliance requirements of MLFTC undergraduate and graduate academic programs as set forth by state and federal regulatory bodies. This includes providing insight into compliance concerns with external regulations, monitoring and tracking distance education activities, and helping determine if college educational offerings are compliant with applicable approving agencies. This position will help oversee our professional licensure disclosures. Professional licensure disclosures help us ensure that our academic programs are compliant in the states our students plan to seek a professional license. For example, a program at ASU that will lead to teacher certification in Arizona may not meet teacher certification prerequisites in another state. These disclosures provide our students with accurate information on where our programs meet regulatory requirements for licensing. This position may be based at the West Campus and reports to the Director of Data Strategy and Compliance</td>
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| Essential Duties | • Investigates and coordinates the compilation and maintenance of program-level policies and regulations related to state authorization, certification, licensure, or other professional credentials.  
• Establishes and maintains effective and productive communication with state government agencies and within ASU to meet and maintain compliance.  
• Establishes, maintains, and communicates optimal processes to support continued compliance of MLFTC programs with state and federal regulatory guidelines.  
• Prepares related documentation and reports for internal and external stakeholders, including state-by-state regulatory compliance information.  
• 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.  
• Resolves student issues and 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.
- Coordinates or assumes other duties or projects as assigned or directed.

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<th>Minimum Qualifications</th>
<th>Bachelor's degree required and three years year of related experience. Any equivalent combination of experiences and/or education from which comparable knowledge, skills and abilities have been achieved.</th>
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| Desired Qualifications | - Knowledge of, and ability, to research and interpret state and national regulatory language.  
- Experience in basic project management.  
- Experience working with Microsoft Office Suite and custom computer database systems.  
- Exceptionally strong and collegial interpersonal skills and demonstrated ability to communicate effectively in person, writing, and by phone.  
- Ability to communicate findings effectively with stakeholders and staff.  
- Ability to work effectively in an environment subject to high-expectations, tight deadlines, limited resources, and regulatory exposure. |

| Working Environment | Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting.  
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.  
- Ability to effectively communicate verbally in English, read, write, see, and hear to perform essential duties.  
- Ability to interpret complex state and federal regulations.  
- Expected to be responsive to customers, engaged in work production, resourceful, flexible, and respectful of others.  
- Ability to work both independently or within a complex structured team.  
- Works from general instructions on standard job duties and specific directions/ instructions on new assignments.  
- Exercises judgment within defined procedures & practices to determine appropriate action. |

| 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. |
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<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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<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. Only electronic applications are accepted for this position.</td>
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