# Professional Licensure Officer  
**(Job Number: 92931BR)**

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a not grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$54,375 - $75,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>July 21, 2023</td>
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## Job Description
The Professional Licensure Officer for Mary Lou Fulton Teachers College (MLFTC) will be responsible for guiding professional certification and licensure operations that impact education-related degree students from all 50 United States plus its territories. Duties will include ensuring that undergraduate and graduate professional licensure-related academic programs meet the regulatory requirements set forth by state and federal bodies for educator credentialing.

This position is located at the Tempe campus, but MLFTC welcomes applicants from anywhere in the United States. Remote work location may be considered for qualified candidates, per ASU policy.

## Essential Duties
- Conduct thorough research to stay up-to-date with the latest regulatory compliance requirements related to professional licensure in Arizona and out-of-state jurisdictions.
- Maintain a comprehensive understanding of applicable educator credentialing requirements to ensure our educational offerings align with in-state and out-of-state guidelines.
- Research and review past and present academic programs to provide program verification to professional credentialing agencies in Arizona, out-of-state, and nationally recognized organizations.
- Write clear and concise letters to address program-related questions or concerns.
- Work with students, faculty and other stakeholders to ensure timely and accurate information. Provide oversight of the institutional recommendation process.
- Track and maintain the progress of all students eligible for an institutional recommendation. Communicate eligibility, expectations and delivery method of institutional recommendation to undergraduate and graduate students in professional licensure programs.
- Work closely with certifying/licensing agencies to inform, deliver and/or resolve educator and administrator credentialing matters nationally.
- Provide institutional recommendation information, endorsement, enrollment, and withdrawal letters through appropriate and designated means.
- Work closely with academic departments to evaluate the compliance of undergraduate and graduate professional licensure programs with state and federal regulatory requirements.
- Provide guidance and expertise on potential compliance concerns, identifying areas that require attention and recommend appropriate actions.
- Oversee the process of updating and disclosing professional licensure information to students, ensuring accurate and timely provision of
information regarding program credentialing alignment with regulatory requirements.

- Collaborate with various stakeholders to gather and disseminate essential information for prospective and current students.
- Foster positive working relationships with external stakeholders, including state professional credentialing agencies, regulatory bodies, and accreditation organizations.
- Represent the university in meetings, conferences, and workshops to stay informed about emerging trends and best practices in compliance and educator credentialing.

### Minimum Qualifications

Bachelor's degree in a related field AND three (3) years of regulatory-related experience; OR any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications

- A master’s degree or higher in law, policy analysis, or regulatory politics.
- Three or more years of direct experience interpreting and applying policy directives in a higher education or governmental setting.
- Experience guiding compliance and certification operations in a higher education institution or state teacher certification agency.
- Experience working directly with government and related officials at the state and federal levels. Evidence of effective communication skills.
- Skill in researching and interpreting state and federal laws, regulations, rules and processes and ability to communicate results to improve college operations.
- Skill in exercising judgment within broadly defined practices & policies in selecting methods, techniques & interpretation criteria for obtaining student-centric results.
- Working knowledge of Microsoft Office Suite and comfortable working in computer database systems.
- Ability to learn program information systems and communicate findings to a broad audience, including students, college staff and leadership, government representatives, and policy and decision-makers.
- Ability to work collegially with students, graduates, college staff and faculty to accomplish student-centric common goals.
- Ability to demonstrate professionalism, conscientiousness, equity, and respect for all people in all interactions.

### Working Environment

- MLFTC at ASU supports flexible work options, ranging from alternate work schedules to hybrid and remote work schedules, subject to approvals per ASU policy.
- 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 clearly 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.
- May determine methods and procedures on new assignments and may provide guidance to unit personnel.
- Exercises judgment within broadly defined practices & policies in selecting methods, techniques & evaluation criteria for obtaining results.
- Managerial review of results and objectives.

**Department Statement**

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 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.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.

**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 [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

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/az-resources](https://cfo.asu.edu/az-resources).
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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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<tbody>
<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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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>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.</td>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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<td>Only electronic applications are accepted for this position. 92931BR</td>
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