



DATE ISSUED: 02/19
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Compliance & Professional Development

JOB SUMMARY

Responsible for the monitoring and implementing TWU's compliance with laws, statutes and regulations at the state, federal and international levels regarding the approval of educational activities delivered by TWU outside of the State of Texas. This compliance area, generally known as state authorization, encompasses approval to offer educational activity, such as online courses and field experiences, to students located outside of Texas; licensing board requirements for professional programs; and out-of-state business practices such as marketing, recruiting, holding proctored exams and hiring faculty. This position is also responsible for ensuring that the function of the TLT Office is accurately communicated to future and current students and assists in gathering feedback on how well we have served the needs of faculty. Work is performed under general instructions with use of discretion. The performance is based on completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Teaching and Learning with Technology

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- With the assistance of the TWU Office of General Counsel as needed, analyzes and interprets contracts, statutes, and legal forms in regards to state authorization requirements at the state, federal and international levels.
- Documents, analyzes and strengthens TWU's compliance with these requirements.
- Works with internal contacts to track out-of-state and international educational activity.
- Monitors and tracks compliance with any agreements or partnerships related to state authorization.
- Advises and assists departments with program authorizations and disclosures.

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- Oversees regular communication to TWU stake-holders with updates about state authorization through emails, website updates, training/workshops and one-on-one meetings.
- Joins appropriate networks for international, federal and regional updates to state authorization.
- Gathers and analyzes research, such as statutes, decisions, and legal articles, codes and documents pertaining to state authorization as requested or required; this includes remaining current on state and federal legislation and other activities relating to authorization/licensure of higher education programs
- Updates a national database of TWU's online programs.
- Oversees development, registration, and follow-up surveys for large events and trainings.

ADDITIONAL DUTIES

- Proofs text for internal and external publications.
- Communicates with new distance learners each semester.
- Represents the Office of Teaching and Learning with Technology at Denton recruiting events.
- Performs other duties as requested.

EDUCATION

Bachelor's degree In Public Relations, Communications, Marketing, Journalism, Project Management, or other related field. Master's preferred.

EXPERIENCE

Four years of experience working in the higher education environment. Additional education may substitute for experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- General knowledge of state and federal rules and regulations that govern degree authority and federal financial aid.

- General knowledge of licensed professions and the general process for how those are governed.
- Excellent organizational, planning and analytical skills.
- Excellent communications skills - oral and written.
- Ability to work with outside contacts in order to secure more information about regulations with which TWU will need to comply regarding state authorization.
- Ability to understand the higher education environment and work with internal contacts to communicate state authorization regulations and how TWU will comply.
- Ability to travel a few times a year to workshops and conferences related to state authorization.
- Ability to plan, implement, track and monitor progress of state authorization compliance.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee may be required to lift up to 20 pounds. Ability to work weekends.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.