ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director, Compliance Programs

DEPARTMENT: Law School, Lincoln Center Campus

RESPONSIBILITIES:

- Assist with building and implementing a new online compliance Master’s program by serving as primary liaison between 2U and faculty concerning course development, development progress and the meeting of deadlines; by implementing key student-facing processes like applications, enrollment and financial aid and by facilitating processes for IT data sharing, marketing and approvals and compliance/Accreditation.

- Provide operational and administrative leadership by serving as liaison between Program and key Law School and University areas, continually enhancing student and/or faculty satisfaction with the program, collaborating with faculty on student advisement and section registration and managing the accurate exchange of data.

- Track and report on student and Program progress and identify and implement strategies to assist at-risk students.

- Serve as primary facilitator for student, faculty and University processes such as student registration and enrollment, ID cards, welcome packets, book lists, handbooks, academic calendar, the student orientation course and processing of scholarships and awards.

- Develop and track program budget, and revenue/expense relationships especially as related to scholarships, student immersions expenses etc.

- Develop strong proficiency in Learning Management System and supporting analytics and reporting.

- Manage meeting, scheduling and cadence with key University leadership and 2U.

- Create Service Agreements for departments to gain buy-in to ensure online MSL success.

- Help manage the admissions reviews by serving on committees, interviewing, hosting and organizing webinars etc. to ensure timely decisions and assignment of applicants.

- Assist in the design and execution of immersions/residencies with 2U including all logistics, on site coordination, special events and guest speaker arrangements.

QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university
- One to five years of compliance and/or project management experience
- Proficiency with Microsoft Office and presentation software
- Ability to be creative, innovative, flexible, independent and collaborative as needed
- Strong time management and constructive problem solving skills
- Effectively work with multiple databases and student platforms
- Comfort with online webinar technology using audio, video and shared desktop applications
- Excellent customer service, interpersonal and communications skills

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Alice BrightSky
Senior Director, Compliance Program
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No calls, please.

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