

# United States Jobs Expertini®

## Compliance and Reporting Coordinator

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Company: South Dakota State University

Location: Spearfish

Category: business-and-financial-operations

### Posting Text

South Dakota State University (SDSU) Continuing and Distance Education is seeking a detail-oriented and motivated individual for the role of Compliance and Reporting Coordinator. Reporting to the Director of Continuing and Distance Education, the position will ensure that SDSU is compliant with applicable state and federal laws and the State Authorization Reciprocity Agreement (SARA) regarding the offering of online and distance education courses and programs including out-of-state internships and other experiential learning opportunities. This individual will also manage the online quality assurance process and annual reporting and surveys related on online and distance education. This position has the option to be remote within South Dakota and will occasionally require an on-campus presence at our Brookings campus. This is a 12-month, 100% time, benefit eligible position. South Dakota State University promotes access to and opportunities for all to receive the benefit of and participate in education, research, and service and is especially interested in candidates that can contribute to this land-grant mission of access. **RESPONSIBILITIES:**

The Compliance and Reporting Coordinator will:

Serve as the subject matter expert and point person for student, administration, faculty, and staff questions concerning compliance with out-of-state educational activities.

Be responsible for all necessary applications, payments, reports and communication required to be in compliance with state, federal, and international regulations with regards to out-of-state educational activities.

Oversee campus-wide efforts to provide required public and direct disclosures and notifications to students concerning out-of-state educational activities and programs leading to professional licensure or certification per federal regulations and NC-SARA guidelines.

Manage SDSU's Quality Assurance for Internet and Blended/Hybrid Courses policy.

Complete reports and surveys related to online and distance education offerings.

Provide general office management and support.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree completed by date of application;

Minimum of one year of experience in an administrative position;

Research skills to review state, federal, and international regulations and to identify requirements for authorization/approval/licensing;

Organized, detail-oriented, and proactive;

Proficient using Microsoft Excel, Access, Outlook, Word, and PowerPoint;

Must be dependable and self-motivated;

Effective written communication skills;

Effective verbal communication and interpersonal skills;

Valid driver's license or ability to obtain within 30 days of hire; and

Authorized to work in the U.S. Sponsorship is not available for this position.

**PREFERRED QUALIFICATIONS:**

Graduate degree;

At least one year of experience in higher education, academics, or accreditation/authorization;

Experience in working with government regulatory and compliance agencies.

**BENEFITS:** South Dakota State University offers a wide range of benefits including medical, dental, and flexible benefits, retirement plans, compensation packages, paid

holidays, and vacation leave. Employees also have access to internal and state-sponsored training as well as reduced tuition for state-supported courses at all State of South Dakota academic institutions.

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