

**EXEMPT RECRUITMENT ANNOUNCEMENT**  
**Associate Director of Consumer Protection**  
**Academic Affairs and Policy**

Reports to: Director of Academic Affairs and Policy  
Division: Academic Affairs and Policy  
Classification: Exempt  
Closes: January 23, 2017  
Salary: \$75,000 - \$93,937

**Agency Profile**

The Washington Student Achievement Council (WSAC) links the work of the secondary schools, higher education and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

**Our Values**

Meaningful, mission-focused work. ♦ Commitment to ongoing learning and improvement.  
Encouragement, support, and trust. ♦ Creativity and competency. ♦ Joyful work. ♦ Humor, enthusiasm,  
and energy ♦ Respect for individuals' uniqueness, gifts, talents, and ideas. ♦ Fidelity to our shared vision  
and integrity  
Can-do and will-do attitudes. ♦ High-quality work.

**About the Division**

The Academic Affairs and Policy (AAP) division has two primary areas of responsibility: 1) regulatory responsibilities associated with consumer protection and 2) state policy responsibilities associated with student success as they move through our P-20 education system and into work. AAP staff ensure education consumer protection through authorization of private and out-of-state degree-granting institutions, approval of academic and occupational training programs for veterans, and program review. In addition, division staff analyze issues, develop solutions, and create strategies that guide the Washington Student Achievement Council's effort to represent the public interest and advance higher education attainment in the state. AAP staff play a key role in formulating, implementing, and assessing progress toward short-term strategic action plans and the ten-year Roadmap for Higher Education. They conduct innovative research and analysis of higher education issues, including but not limited to needs assessment, student transition, and budget priorities

## **About the Position**

The Associate Director for Consumer Protection provides leadership for the consumer protection functions of the organization. This position is responsible for implementation of Chapter 28B.85 RCW, Degree Granting Institutions Act and Chapter 28B.90, Foreign Degree-Granting Branch Campuses. The Associate Director is responsible for supervising one staff member and coordinates with other key staff to ensure compliance with rules and address a variety of information requests and student concerns and complaints.

## **The essential functions of this position include but are not limited to:**

- Review materials for all degree-granting schools seeking initial or renewal of authorization or exemption to operate in Washington State to determine compliance with law and rule.
- Review materials for all schools seeking to operate under the Foreign Degree Granting Branch Campuses Act.
- Act as the State Authorization Reciprocity Agreement (SARA) Coordinator for Washington schools and National SARA. Reviews and approve or disapprove school applications for SARA participation. Interacts on behalf of the State with National Council-SARA in terms of policy recommendations and participates in related workgroups.
- Investigate and propose resolution related to complaints against schools falling under the jurisdiction of Degree Authorization (DA), State Authorization (Title IV), or SARA. Provide advice and assistance to students who have complaints that fall outside formal jurisdiction to connect them to appropriate resources or institutional staff.
- Conduct initial information sessions with schools seeking degree authorization or exemption to operate in Washington State.
- Conduct compliance visits to authorized schools on a regular basis to ensure continued compliance with law and rule and as needed to address any concerns that arise.
- Identify and contract with external programmatic reviewers, as applicable, for schools seeking initial or new program authorization under degree-authorization.
- Perform formal investigation of schools suspected of operating illegally in Washington.
- Collaborate with staff responsible for other areas of oversight for the institution both within the agency and at partner agencies (these include Student Financial Aid, State Approving Agency for Veteran's Benefits, Workforce Training and Education Coordinating Board, Department of Licensing, Nursing Commission, Professional Educator's Standards Board, Attorney General's Office Division of Consumer Protection, and other agencies with oversight or consumer protection authority).

### **Education and Experience Required:**

- Master's Degree
- At least five years of experience working in a degree granting postsecondary institution or state higher education agency, preferably in Academic Affairs or a related administrative position.
- Demonstrated understanding of overall operation of a degree-granting institution.
- Experience with interpreting and implementing state and/or federal laws and rules.
- Excellent written and verbal communication skills.
- Good interpersonal skills to work collaboratively and with a wide array of individuals.
- Experience with data collection and analysis.
- Decision making skills.
- Supervisory and coaching skills.

### **Desired Education and Experience**

- Doctorate degree or other appropriate terminal degree.
- Five years of experience in degree authorization/licensing, accreditation, or other compliance role in higher education.
- Experience in program development and / or academic program review.

### **Application Procedures**

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following to: [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov)

1. Letter of Application. A letter of application that addresses how you meet the required education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. Resume. A chronological resume including your education and professional experience.
3. References. A list of names, titles and current telephone numbers of three (3) employment references.
4. Authorization to Release information form.\*
5. Affirmative Action Form (optional)\*

\*These forms can be found on our website at: <http://www.wsac.wa.gov/employment>

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with “Associate Director of Consumer Protection” in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

**Fax:** (360) 704-6202 | **Email:** [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov)

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***Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.***