

## Washington Student Achievement Council

## Training and Compliance Analyst/Assistant Director for Training and Compliance

Appointment Type:	Exempt
Working Title:	Training and Compliance Analyst or Assistant Director for Training and Compliance
Division:	Student Financial Assistance
Salary Range:	\$4,600-\$5,417
Work Schedule:	Full-time
Location:	Olympia
Opens:	November 7, 2012
Closes:	December 21, 2012

### 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.

### GENERAL POSITION DESCRIPTION

The Council is seeking to fill a training and compliance position within the Student Financial Assistance (SFA) division. This position will be filled at the Analyst or Assistant Director level depending on the experience and skill set of the applicant pool.

This position is responsible for compliance monitoring for the over \$300 million in state financial aid administered by WSAC. Over 80,000 students receive funds through the state student aid programs annually. The Council administers the programs through more than 70 institutions.

The Training and Compliance Analyst will:

- Evaluate State Need Grant and other financial aid program policy compliance through data analysis of the annual Unit Record Report and program interim reports to prevent program liabilities and ensure compliance in program requirements.
- Assess and ensure that programs are delivering outcomes that align with program purposes and are being administered with a focus on quality and efficiency.
- Develop performance measures and program improvement tools working closely with participating institutions.
- Conduct reviews and training for various functional areas and state financial aid programs as needed.
- Supervise SFA's Research Analyst position.

# EXEMPT RECRUITMENT ANNOUNCEMENT

This full-time position is exempt from Merit System rules and regulations and is not eligible for overtime compensation.

## **Major Responsibilities:**

- Conduct program reviews and training activities with campus staff including review of financial aid student files to assess and ensure adherence to state aid regulations.
- Design a state training program for new student aid professionals.
- Evaluate various aspects of financial aid programs to assist the Council in understanding and forming policy recommendations.
- Work with the Director of SFA to provide the data necessary for legislative and agency decision-making.
- Oversee the Unit Record Report and supervise the Research Analyst.
- Develop risk assessment tools and coordinate the development of outcome-based performance measures.
- Evaluate program regulations and recommend policy improvements as needed.
- Travel to participating campuses to perform on site procedure reviews.
- Collaborate with institutions to augment the use of financial aid databases and computer systems in delivering improved outcomes and eliminating areas of non-compliance.

## **QUALIFICATIONS**

### **Required Education, Experience and Competencies:**

- Bachelor's degree from an accredited institution
- Knowledge of federal and state financial aid programs, regulations, and procedures
- Experience with data analysis and presentation
- Excellent verbal, written, and interpersonal communication skills
- Proficiency with spreadsheets, databases, and statistical analysis
- Ability to clearly communicate complex policies and procedures
- Ability to work collaboratively as part of a team
- Demonstrated experience independently managing multiple tasks and priorities
- Ability to work independently and use good judgment in evaluating and making decisions

### **Preferred/Desired Education, Experience and Competencies:**

- Master's degree from an accredited institution
- Five years experience working in a campus financial aid office
- Direct experience with and development of outcomes based performance indicators
- Experience with process evaluation and improvement

## **SALARY AND BENEFITS**

The salary for this position is commensurate with experience. The State of Washington offers a generous benefits package, worth about 30% of the salary, that includes medical, dental, life, and long-term disability insurance; vacation, sick, military, civil, and shared leave; 11 paid holidays per year; a state retirement plan with generous employer contributions; optional Deferred Compensation Program for tax-deferred retirement investments; and optional Dependent Care Assistance and Medical Flexible Spending Accounts.

## 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:

- 1. Letter of Application.** A letter of application that addresses how you meet the qualifications described in this announcement.
- 2. Resume.** A detailed resume including all educational 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).**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

### Submit your completed application materials to:

Karen Moton-Tate  
Associate Director of Human Resources  
Washington Student Achievement Council  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

## APPLICATION CLOSING DATE

Applications are due by December 21, 2012 at 5:00 p.m.

Applications may be mailed or delivered to the above address or faxed to (360) 704-6202. They may also be submitted in electronic format to: Karenm@wsac.wa.gov. Please type "TRAINING AND COMPLIANCE ANALYST" in the subject line.

***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.***

*The Washington Student Achievement Council is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance. Please contact us at (360) 753-7802 as early as possible regarding any assistance you may require.*

## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Washington Student Achievement Council, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Council to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION DATA SHEET

Please complete and return this form with your employment application package. This is an optional form. You may choose not to complete this form.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> WSAC Website	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Dept of Personnel	<input type="checkbox"/> WSAC Job line	<input type="checkbox"/> An organization electronic notice*
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other*	

\*Please specify web site, organization, newspaper, publication or other source here:

The Washington Student Achievement Council is an equal opportunity employer. The Council's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Council requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

**This information will be separated from your application and handled confidentially.**

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Special Disabled Veteran (30% or more disability)
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	
	<input type="checkbox"/> Native American/ American Indian/ Alaska Native	