

Office of Higher Education  
Job Opportunity

Senior Consultant – Division of Academic Affairs

Open To: The Public  
Location: 61 Woodland Street, Hartford, CT  
Hours: Full-Time (40 hours/week)  
Minimum Starting Salary: \$60,011  
Closing Date: December 6, 2013

The Office of Higher Education seeks a public service-oriented attorney to assist in carrying out the oversight and regulation of Connecticut's post-secondary career schools. This responsibility, housed in the Division of Academic Affairs, is a key part of the mission of the Office of Higher Education which is to uphold standards of academic quality and serve as a consumer protection resource.

**General Information**

The Senior Consultant will work to ensure that post-secondary career schools meet state regulatory requirements and standards as needed to operate in Connecticut. Duties include:

- evaluating, facilitating and recommending applications for new and existing schools and their programs
- monitoring schools, including conducting on-site evaluations and investigations, to assure compliance with state statutes and regulations
- reviewing and analyzing school financial records and reports
- preparing written reports; collecting appropriate data; providing counsel on state statutes and regulations and pertinent federal law and actions for the Office

**Minimum Qualifications**

- Degree from an accredited law school, having successfully passed the Connecticut Bar Exam; knowledge of basic law, legal processes, legal principles and practices
- Experience in applying state and federal laws, statutes and regulations
- Ability to prepare reports and conduct evaluations
- Advanced computer proficiency, including the ability to develop and manage databases; strong problem-solving and analytical skills
- Superior analytical, written and oral communication skills
- Outstanding interpersonal skills, with the ability to communicate and manage multiple projects

**Preferred Knowledge, Skill and Ability**

- Minimum three (3) years of experience in postsecondary education
- Knowledge of postsecondary institutional practices and procedures

**Application Instructions**

Interested candidates should send/email the following: a letter describing how their interest and experience match the position requirements, a resume, and contact information (including email addresses and telephone numbers) for three (3) professional references. All materials must be received by December 6, 2013.

Lisa Negro  
Senior Associate  
Office of Higher Education  
61 Woodland Street  
Hartford, CT 06105-2326  
Email: [LNegro@ctohe.org](mailto:LNegro@ctohe.org)

The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.