

Office of Financial and Academic Affairs for Higher Education
Job Opportunity

SENIOR ASSOCIATE FOR ACADEMIC AFFAIRS

Open To: The Public
Minimum Starting Salary: \$66,700
Closing Date: April 26, 2012

The Office of Financial and Academic Affairs for Higher Education invites applications for the position of Senior Associate for Academic Affairs. This position is responsible for reviewing and recommending applications for state licensure and accreditation of academic programs and institutions submitted by independent colleges and universities. This position reports to the Director of Academic Affairs and contributes to the agency's mission of assuring student access to high quality postsecondary programs and institutions.

General Information:

The Senior Associate conducts licensure and accreditation reviews of independent institutions and programs, including establishing review teams and coordinating review team visits to campuses; analyzing review findings based on state standards; preparing reports, oral presentations and recommendations for the Executive Director, Advisory Committee on Accreditation and State Board of Education. Serve on external committees and task forces as assigned and respond to internal and external requests for information. Establish good working relationship with colleagues and external parties. Provide project leadership/assistance and perform other duties as assigned by the Director of Academic Affairs or the Executive Director of the Office.

The position requires travel and occasional weekend work.

Qualifications and Requirements:

Minimum Qualifications: Master's degree required with five (5) years of experience in higher education with demonstrated knowledge of institutional practices and procedures; knowledge of accreditation and evaluation processes; significant analytical abilities; ability to prepare reports and conduct evaluations; ability to understand and apply relevant state and federal laws, statutes and regulations; computer literate, ability to communicate ideas and concepts in a clear, effective manner, strong written and oral communication skills.

Preferred Qualifications: Doctorate degree and knowledge of higher education and academic program approval, minimum of three (3) years experience in higher/post-secondary education; broad knowledge of institutional practices and procedures, including program development and evaluation, research, appropriate experience in professional education, preferably in engineering, mathematics, technology or the sciences.

Personal Attributes:

The candidate will possess strong interpersonal skills, ability to communicate and manage multiple projects. Strong problem solving skills and ability to exercise sound judgment and make decisions based on accurate and timely analyses of statutes and regulations. High level of integrity, dependability and results-orientation.

Application Instructions:

Interested candidates should send information including a letter describing their interest in and qualifications for the position, a resume and contact information, including email addresses and telephone numbers for three (3) professional references. All materials must be received by April 26, 2012.

Lisa Negro
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The Office of Financial and Academic Affairs for Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.