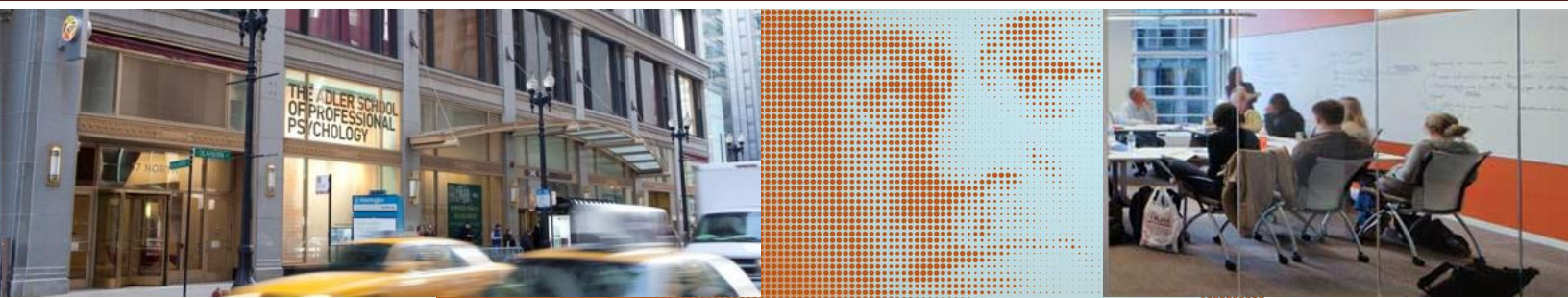


Adler School of Professional Psychology
Chicago, Illinois

Position Specifications
Director of Compliance & State Authorization
August 2014

Prepared by:
Summit Search Solutions, Inc.



ADLER SCHOOL of Professional Psychology

www.adler.edu

THE OPPORTUNITY

About the Institution:

Founded in 1952, the Adler School of Professional Psychology is the oldest independent school of psychology in North America. Today, the Adler School offers 20+ graduate-level programs enrolling more than 1,200 students at campuses in Chicago, Illinois, and Vancouver, British Columbia. Based upon its Adlerian roots and as part of its commitment to continue the work of the first community psychologist, Alfred Adler, a particular commitment of the School is training psychologists to work with marginalized and underserved populations and who are committed to social justice. The Adler School is a fast growing and exciting institution. It is a wonderful place to be a student and an employee. For more detail see www.adler.edu.

Location: 17 North Dearborn Street, Chicago, IL 60602

THE POSITION

The **Director of Compliance & State Authorization** will work closely with Adler School faculty, staff, and administration and will report to the Vice President of Administration.

The Director of Compliance & State Authorization supports the Adler School in establishing and maintaining state authorization compliance for all online programs offered outside of the state of Illinois. This position is charged with taking all steps necessary to obtain and maintain authorization to operate in all states where Adler has determined it will provide online instruction. This function represents the focus of the role for at least the first year.

Once the state application process is largely addressed and a comprehensive system for managing and maintaining these efforts is established, the Director is principally responsible for establishing the appropriate level of knowledge around compliance-related policies and procedures throughout the institution, more broadly. Duties include the development and delivery of training and communication in collaboration with the appropriate members of the administration, faculty, and staff. The Director will develop an institutional compliance plan, identify policy and training needs, and ensure accurate data and timelines are met related to state and federal laws and regulations.

Primary Responsibilities:

- Secure and maintain state authorization for all states in which Adler decides to offer online education;
- Develop, initiate, and maintain all state authorization applications, reporting, and continued compliance;
- Compile information across divisions/departments to prepare submissions of new and renewal state applications with attention to detail and accuracy and within strict deadlines;
- Create, monitor, and update timelines for regulatory activities;
- Maintain a current working knowledge of distance higher education regulatory rules and procedures;

- Manage the application and reporting processes for operating and degree-granting authority from state boards of higher education, including distance education requirements;
- Maintain a current working knowledge of the state of Illinois education requirements;
- Maintain current knowledge of shifting regulatory compliance at the state and federal levels and provides reports on a regular basis;
- Identify pending compliance changes and conduct proactive and in time training to ensure policy/procedure compliance through planning cycles;
- Work in concert with faculty to ensure that academic programs leading to professional certification or licensure maintain the standards required of such programs, and to ensure that reporting responsibilities are fulfilled;
- Collaborate with the faculty and administration in the development of new programs or service areas, as guided by the expansion strategies presented in the institution's Strategic Plan;
- Monitor the School's publications, website, and policy documents to ensure uniformity and compliance with regulatory bodies;
- Act as an advisor to School units, such as the Admissions Office, the Office of Registration and Records, and other operational units, regarding their compliance with regulatory agency rules; and to ensure through audit procedures that files are properly maintained;
- Identify potential areas of compliance vulnerability and risk and develop/implement corrective action plans for resolution;
- Create and maintain tools for tracking and reporting on state and federal regulatory changes and keep accurate and updated records to reflect changes in authorization status;
- Routinely research state and federal laws, rules, and regulations, including professional licensure regulations; implement communication and appropriate strategies to assure compliance;
- Develop and periodically review and update best practices to ensure continuing currency and relevance in providing information to administration, faculty and staff.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Compliance experience in state authorizations for online education required; broad understanding of compliance in the higher education sector preferred.
- Strong detail-orientation with the ability to read, interpret and analyze state regulations, preferably with experience managing state authorizations for on-line education.
- Strong organizational skills, excellent written and verbal communication, and the ability to manage multiple priorities.
- The ability to independently work on projects, from conception to completion, and must be able to produce accurate work within established deadlines.

Why consider the opportunity?

- **Newly-created position.** You will have the opportunity to build and direct Adler's compliance function and play a pivotal role in expanding the School's on-line educational programming.
- **A mission-based institution.** As the oldest independent psychology school in North America, Adler School continues the pioneering work of Alfred Adler by graduating socially responsible practitioners, engaging communities, and advancing social justice.
- **A thriving, growing school.** Adler School has grown over the past decade from an enrollment of 185 in fall 2003 to serving more than 1,200 today, with concurrent gains in the quality of its students. The School plans to seek University status in 2015.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4025566&portalID=5652>

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It is the policy of Adler School of Professional Psychology that all persons are entitled to Equal Employment Opportunity (EEO) protection. The School does not discriminate against any individual for employment because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), or any other category protected by federal, state, or local law.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including NY, NC, MI, and CA.

Chicago, Illinois

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.



As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants, with one three-star restaurant, Alinea. *Savour* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O’Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

For additional information on Chicago, please visit:

<http://www.cityofchicago.org/city/en.html>
<http://www.explorechicago.org/city/en.html>