Position: State Authorization Compliance Coordinator, miscellaneous wage, part time position
Location: Division of Professional and Continuing Studies
Newark Campus at 501 South College Avenue
Deadline: Posted until filled

CONTEXT OF THE JOB:
The incumbent performs complex coordinator duties, related to state authorization compliance of on-ground (face-to-face, residential) and online programs with field/clinical experiences. S/he prioritizes and resolves administrative and reporting issues, as appropriate, utilizing information obtained from Colleges and specific Departments and Division director/assistant director, tracks changes in state requirements and field placements, prepares application materials, creates reports using spreadsheets and databases for the use of the director/assistant director.

This is a miscellaneous wage, non-benefitted position with no more than 29 hours per week, hourly compensation.

PRIMARY RESPONSIBILITIES:
- Collect field placement information from departmental contacts and Colleges
- Compile detailed spreadsheets with information related to enrollment and externships for organizing and tracking for state authorization filing requirements
- Collect and compile data from Colleges/Departments for filling in application forms for states which require approval for externships or exemptions
- Work with state agencies to obtain information for the preparation of applications
- Prepare state authorizations application forms for review of director and assistant director
- Communicate with General Counsel’s office, program contacts and Risk Management for collecting surety bonds and other documents for application
- Track expenses for state authorization compliances and provides reports to the Office of Graduate and Professional Education
- Work with communications specialist to ensure state authorization website content is current.
- Maintain confidential and other state authorization documents and archive, as needed
- Assist director on special projects, Works and schedules
- Serve in departmental or University committees, as assigned
- Participate in professional development activities as needed or assigned by the supervisor.
- Perform miscellaneous job-related duties as assigned by the supervisor.
- Adhere to University of Delaware standards, policies and procedures.

QUALIFICATIONS:
- Requires a minimum of a high school diploma or GED with four (5) years of increasingly responsible administrative experience. Additional administrative training or related education may be substituted for
required experience. Associates degree or equivalent college-level course work in business administration or related field preferred.

- Proficiency in Microsoft Office, especially Excel and Word, and Adobe Acrobat Pro required.
- Proficiency with Google Suite applications, especially Sheets and Docs, preferred.
- Experience in higher education setting preferred
- Excellent oral and written communication skills
- Ability to work independently and solve problems
- Interact well with people of all ages and diverse backgrounds

**Apply:**
Please send your resume, cover letter, and contacts for 2-3 references to aheyn@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.

**Statement of Responsibility:**
The University of Delaware community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and by respecting every human being.