Position Title: **Assistant Director, Regional Student Program (RSP) and State Authorization Reciprocity Agreements (SARA)**

Department: RSP and SARA

Reports To: Directors of RSP & SARA

**Summary:** This is a full-time position that will be evenly split between NEBHE’s Regional Student Program and State Authorization Reciprocity Agreements. Since 1957, the RSP has saved New England residents attending public regional colleges and universities millions of dollars in tuition. The Assistant Director will collaborate with the RSP Director to continue and expand upon this legacy to increase visibility of the program and develop further initiatives to supporting college access, enrollment, and attainment in New England. They will also work in tandem with the SARA Director to convene regional leadership, gather relevant data, serve and support as a thought leader, and continue to provide seamless coordination between NEBHE and our member states and institutional participants.

This position is overseen by the Directors of RSP and SARA jointly, with the understanding that the NEBHE President & CEO can and will provide direct guidance and requests as needed. Responsibilities outlined below reflect that latest, consistent responsibilities, and similar and appropriate duties and responsibilities may be assigned as deemed fit by the Directors and/or President & CEO.

**Essential Job Functions:**

**Regional Student Program (50%)**

*Program Administration*

- Collaborates with the Director and NEBHE’s Technology Coordinator to further develop the program’s digital infrastructure and internal processes.
- Manages collection, analysis and reporting of student enrollment and tuition data, including annual enrollment reports.
- Produces customized institutional, state, and legislative district reports on enrollment, tuition savings and revenue for legislators, government and higher education leaders.
- Represents NEBHE & the RSP at relevant events throughout New England.

*Communications and Outreach*

- Leads the creation and implementation of a communication plan covering multiple mediums, including but not limited to social media, print media, and email campaigns.
- Communicates the value of the RSP to stakeholders throughout New England including key officers at participating New England public campuses, high school counseling offices, college access and outreach organizations, legislators, and other constituents.
Develops and assists with workshops and presentations for a variety of stakeholders, including but not limited to students, high school counselors, families, and higher education leaders.

Engages in outreach with students, parents, school counselors and advisors; researches and responds to inquiries about the RSP and other NEBHE programs.

Other Responsibilities
- Assists the Director with the development and execution of additional enrollment initiatives.
- Assists with additional NEBHE initiatives as needed.

State Authorization Reciprocity Agreements (SARA) (50%)

Communications & Data Management
- Collects and organizes data about SARA in the New England region and affiliated States of New Jersey and New York to present to stakeholders using visually aesthetic tools.
- Tracks institutional participation, proactively addresses renewal issues and coordinates on resolution with and among N-SARA SPEs and NC-SARA.
- Continuously reviews and updates the SARA portion of NEBHE’s website.
- Organizes and transmits quarterly SARA newsletter to NEBHE region participating institution contacts.
- Coordinates feedback and prepares regional summaries on relevant NC-SARA policy issues or considerations.
- Attends all N-SARA SPE and RSC meetings to take notes, especially for the purpose of follow up and/or understanding feedback, opinion, and/or perspectives.

Outreach
- Assists the SARA Director in organizing forums to inform and support states and institutions regarding SARA resources, participation requirements, and pertinent and timely online education topics.
- Initiates research or data collection based on priorities or requests defined by the SARA Director, NEBHE President, State Portal Entities and/or Regional Steering Committee.
- Organizes in-person convenings (contingent upon returning to in-person events), with our SPEs, our RSC, and members of the NC-SARA team to bring these leaders together to talk about pertinent issues impacting our region.
- Leads annual informational mailing to participating institution Presidents.

Coordination & National Engagement
- Leads process of compiling documentation and pertinent details necessary for biennial N-SARA member state renewal. With the Director, ensure and verify States are fulfilling their SARA obligations as outlined in the renewal application.
- Attends consistent meetings with regional counterparts and NC-SARA to help represent NEBHE to our colleagues, sometimes on behalf of the Director and/or NEBHE President.
• Attends and participates in any national SARA initiatives and meetings including annual SPE conference and NC-SARA Board Meetings. Participate in NEBHE Board and committee meetings, as required. Prepares and/or reviews materials and documentation to support Director and/or NEBHE President at these convenings.

Skills and Experience
• Master’s degree and at least one to two years of relevant experience.
• Working knowledge of and sustained passion to understand higher education trends and issues.
• Excitement and willingness to work collaboratively across departments on multiple projects to accomplish organizational priorities.
• Exceptional verbal and written communication and presentation skills.
• Exceptional ability to build positive relationships with a variety of stakeholders in-person and remotely.
• Demonstrated commitment to diversity, equity, and inclusion.
• Excellent attention to detail; proficiency with Microsoft Office, Filemaker Pro, InDesign, Canva (and/or similar systems); social media platforms.

Preferred Qualifications
• Experience in marketing and communications, specifically social media marketing.
• Experience in college admission and enrollment, financial aid, and/or college advising.
• Familiarity with New England higher education institutions and agencies.

Key Performance Measures
• Research is completed and communicated in a timely and comprehensive manner so that thought-leaders, stakeholders, and key constituencies can utilize NEBHE’s resources to advocate for high quality higher education.
• RSP & SARA Directors are well supported in administrative and substantive capacities.
• RSP & SARA communications are clear and indicative of the myriad initiatives that both programs support and produce.

Working Conditions & Physical Requirements
• Hybrid work allows up to two (2) days remote work and three (3) in-person in the downtown Boston-based office, subject to change with organizational needs.
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
• Attendance may be required at special events during and outside of normal work hours.
• Ability to travel independently by car throughout New England.
• Ability to travel and stay overnight in and outside of New England and for multiple nights.

Salary Range: $63,000-68,000

To apply, please email a cover letter and resume to careers@nebhe.org
Priority review deadline - July 11th, 2022
The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

NEBHE is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. NEBHE’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.