Position Description

Job Title: Manager of Legal and Regulatory Affairs

Date: July 1, 2023
Department: Legal and Regulatory Affairs
Supervisor: Vice President and General Counsel
FLSA Status: Exempt
Supervisory: No direct supervision

Position Overview:
The Manager of Legal and Regulatory Affairs broadly supports Legal and Regulatory Affairs (LRA). The Manager has primary responsibility for coordinating and overseeing select accreditation processes managed by LRA and participates in implementing additional accreditation processes. The Manager is responsible for initially managing LRA's routine communications with a wide variety of stakeholders and for maintaining LRA's documentation. The Manager contributes to and provides support to a wide range of LRA activities including litigation and responding to legal inquiries; preparation of materials for the Board of Trustees; recognition processes; and development, review, and implementation of policies and procedures. As needed, the Manager provides other support to the LRA team.

Duties and Responsibilities:
- Coordinates specific accreditation processes and participates in implementing additional accreditation processes. Manages procedures and documentation regarding accreditation processes
- Supports attorneys with respect to litigation and responding to legal inquiries. Participates in legal activities as requested. Assists with maintenance of legal documentation
- Manages LRA's routine communications with key stakeholders, including the US Department of Education, the Council of Higher Education Accreditation, other accreditors, state agencies, and institutions. Reviews and triages incoming communications for response or action and, where applicable, participates in such activities as requested
- Manages LRA's document management processes. Oversees and implements LRA's records retention procedures. As requested, prepares reports regarding LRA's activities
- Participates in the identification, development, shaping, implementation, evaluation, and improvement of HLC's accreditation policies and related procedures
- Participates in preparation of materials for Board meetings, particularly regarding institutional actions. Participates in the development and implementation of procedures and documents to foster consistency in decision-making
- Supports HLC's recognition processes, including coordinating the preparation and maintenance of reports and documentation regarding recognition
- Participates in HLC's Annual Conference. Assists in the provision of education and training as requested
- Works collaboratively with other HLC staff in support of shared objectives
- Maintains currency with higher education trends and developments
- Maintains technology skills needed for position and adapts to technology changes as required
- Other duties as assigned, including general administrative support for LRA
Qualifications and Competencies:

- Bachelor’s degree required, Master’s degree preferred
- Broad familiarity with higher education in the United States
- Experience in supporting legal functions preferred
- Experience in higher education administrative functions and/or accreditation preferred
- Experience in working for or with government entities preferred
- Experience in implementing processes preferred
- Experience with standard office software, technology, and equipment
- Excellent communication skills, including excellent writing and research skills
- Excellent attention to detail
- Excellent organizational and time management skills; ability to manage multiple simultaneous projects and activities, especially under rapidly changing or fast-paced circumstances
- Excellent judgment; ability to maintain a high level of confidentiality
- Ability to work collaboratively as well as independently
- Ability to problem-solve and execute complex projects in a timely and effective manner
- Demonstrated flexibility, dependability, and responsibility