



# ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

## **DIRECTOR OF STATE APPROVING AGENCY**



**For consideration, application materials must be received by  
February 26, 2020 at 3:00 p.m. CST.**

## POSITION SUMMARY

The SAA Director is responsible for the day to day planning, management, and evaluation of all state educational institutions, OJT/Apprenticeship programs, and state licensing exams for granting approval for VA GI-Bill funding. This responsibility includes directing all operations and personnel in the SAA Division to ensure compliance to all federal and state requirements and ensuring satisfactory performance of the federal Veterans Administration contractual agreement. The Director will ensure quality education for VA beneficiaries and protection of GI-Bill resources with proactive and vigilant policies to prevent fraud, waste and abuse in the administration of GI-Bill Funding.



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## PRIMARY RESPONSIBILITIES

- ❖ Represent Alabama as Director of SAA per federal VA contract, VA personnel, and the National Association of State Approving Agencies (NASAA).
- ❖ Implement and ensure compliance to the contractual agreement with the Department of Veterans Affairs.
- ❖ Direct the End-Of-Year Evaluation of the Agency's performance and compose narrative report to ensure accurate and prompt VA contractual reporting.
- ❖ Direct and supervise the staff in the SAA Office to include the assignment of tasks, work schedules, leave, and performance evaluations; facilitate regular in-house SAA planning and training meetings; develop training programs for new SAA personnel on specific responsibilities and duties.
- ❖ Administer and evaluate the initial and continued approvals of public and private institutions of higher learning; non-college degree institutions/programs; OJT/Apprenticeships Training Programs; State Licensing exams, and Flight Training Programs to ensure compliance to Title 38 of the United States Codes and the Code of Federal Regulations (38 USC and 38 CFR), and state requirements within the boundaries of the state of Alabama.

- ❖ Conduct and/or supervise on-site facility inspections to determine adequate space, equipment, instructional material, and instructor qualifications to ensure training of good quality for initial approvals and changes in prior approvals.
- ❖ Meet with the Federal Education Liaison Representative (ELR) on a regular basis to keep VA informed on the performance of the SAA.
- ❖ Attend national conferences to remain informed of the changing laws and regulations related to the federal GI Bill and participate in seminars and conferences to train Alabama school officials on SAA approvals.
- ❖ Direct and/or complete VA Compliance surveys and *Risk Based Surveys* on approved facilities, as assigned by the VA, to ensure accurate reporting of enrollment to the VA and prevention of fraud, waste, and abuse of VA funding.
- ❖ Collaborate with government and educational entities to resolve issues, share best practices, clarify statute and/or policy changes, and identify opportunities for success.

## QUALIFICATIONS

### REQUIRED

- ❖ Master's degree from a regionally accredited college.
- ❖ Seven (7) years of directly-related experience.
- ❖ Five (5) years of demonstrated experience in GI-Bill processing.
- ❖ Demonstrated experience in administration/managerial leadership role including the planning experience necessary to ensure a positive, productive work environment.
- ❖ Ability to conceptualize and interpret VA federal codes, advisories, contractual agreements, policies, practices, and procedures which support and enhance the mission, role, and scope of the Alabama State Approving Agency.
- ❖ Ability to pass a required background check investigation, conducted by the U.S. Department of Personnel Management Investigations Service, Washington, D.C.
- ❖ Effective interpersonal, oral and written communication, and problem-solving skills.

### PREFERRED

- ❖ Knowledge of Title 38 of the United States Code Service and Code of Federal Regulations [38 USCS and CFR) for VA Educational approval criteria.
- ❖ Work experience with academic requirements for post-secondary students.

**Application Procedure:**

Applicants must submit a current résumé, a completed System application form (available online at [www.accs.edu](http://www.accs.edu)), a letter of interest describing qualifications, a list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred.

Applications will be accepted by mail, hand delivery or email only ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)).

**INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. DO NOT STAPLE DOCUMENTS.**

Complete application packets must be received no later than 3:00 p.m. CST on February 26, 2020. For additional information contact Nikita Payne at 334-293-4603 or [nikita.payne@accs.edu](mailto:nikita.payne@accs.edu) or Charlene Finkelstein at 334-293-4628 or [charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu).

**Please mail application packets to:**

Alabama Community College System  
Human Resources Dept.  
Attn: Ms. Charlene Finkelstein  
P. O. Box 302130  
Montgomery, AL 36130-2130

(Application packets may be delivered in person at 135 S. Union Street).

Salary range is \$87,467 to \$122,022 dependent upon qualifications and experience. This position is located in Montgomery, Alabama.

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***THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.***

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.