

## Position Description

**POSITION:**                    **Accreditation Coordinator**

**SUPERVISOR:**                **Manager of Institutional Review**

### **POSITION DESCRIPTION (GENERAL):**

The Accreditation Coordinator, an exempt position, is primarily responsible for conducting on-site evaluations to member schools to ensure that compliance with the Standards of Accreditation is maintained. The position requires a proven ability to provide systematic planning and management of multiple tasks, which requires demonstrated organizational planning and a mastery of ACCSCT process, policy and the Standards of Accreditation. An ability to deal with individuals in a professional manner is required.

### **MAJOR RESPONSIBILITIES:**

- Review and evaluate accreditation applications and reports from member institutions, and provide consultative guidance and feedback concerning compliance with the Standards of Accreditation.
- Extensive travel (two to three weeks per month) to conduct on-site evaluations of institutions.
- Facilitate on-site peer review of institutions utilizing extensive group of trained volunteers.
- Work with confidential and proprietary material in a collegial manner.
- Provide leadership to constituents and other staff in efforts to communicate organizational values, goals, and objectives.
- Understand and meet deadlines in relation to scheduling of on-site evaluations, and the submission of reports and other information in order to achieve departmental goals.
- Additional responsibilities/challenges will be assigned depending on demonstrated growth potential.

### **QUALIFICATIONS (GUIDELINES):**

- Baccalaureate degree in business, education, or related field.
- Excellent demonstrated oral and written communication skills; analytical and auditing skills; proven relationship –building skills; and a professional demeanor.

- Must be available to travel two to three weeks each month.
  - Ability to work well individually and as part of a team.
  - Competency in all Microsoft Office applications.
  - Fluency in Spanish would provide an advantage in the job.
  - Knowledge of training institutions, instructional processes, management techniques and business operations a plus.
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## About ACCSCT

For 40 years, ACCSCT has been committed to establishing and advancing quality education at private, postsecondary career schools and colleges. ACCSCT is dedicated to ensuring a quality education for more than 220,000 students who annually pursue career education at more than 810 ACCSCT accredited institutions.

ACCSCT has been recognized by the [United States Department of Education](#) as a reliable authority for the establishment of educational standards since 1967. ACCSCT's scope of recognition includes the accreditation of private, postsecondary, non-degree-granting institutions and degree-granting institutions in the United States, including those granting associate, baccalaureate and master's degrees, that are predominantly organized to educate students for occupational, trade and technical careers, and including institutions that offer programs via distance education.

ACCSCT's mission is to serve as a reliable authority on educational quality and to promote enhanced opportunities for students by establishing, sustaining, and enforcing valid standards and practices which contribute to the development of a highly trained and competitive workforce through quality career oriented education.

As an organization, ACCSCT is committed to the following core values:

### **Integrity**

Accomplishing our mission with a commitment to ethics, honesty, trust, consistency and fairness.

### **Accountability**

Fulfilling our responsibilities to one another, the higher education community, and the public.

### **Continuous Improvement**

Cultivating personal and professional growth through learning, goal setting, innovation, commitment and participation.

### **Open Communication**

Fostering a free and timely exchange of ideas and information in collegial environment.

### **Teamwork**

Creating strong partnerships while recognizing individual strengths and emphasizing respect and mutual support.