

## **POSITION ANNOUNCEMENT**

### **ACCSC Accreditation Operations Assistant**

#### **POSITION DESCRIPTION**

The Accreditation Operations Assistant, a non-exempt position, is responsible for providing administrative support for the Accreditation department and reports directly to the Associate Director of Accreditation. This individual identifies, recruits, and prepares volunteers to serve on the on-site evaluation teams. The Accreditation Operations Assistant is directly responsible for the preparation of all correspondence relating to on-site school evaluations including: On-site Evaluation Notification Sheets; Visiting Team Announcements; interested party letters; mailing related materials to volunteer team members and schools; and providing assistance to staff as required. The Accreditation Operations Assistant also drafts and prepares memoranda; correspondence; reports; and performs other administrative support and accordingly must have an ability to handle multiple tasks and to meet deadlines.

#### **Accreditation Operations Assistant Responsibilities:**

- Recruit, secure, clear, and track training for volunteers to serve on on-site evaluation teams.
- Maintain the occupation specialist database.
- Process and track on-site evaluation materials: Commission Representative; Team Leader; Education Specialist; Occupation Specialist; Accredited schools (as applicable).
- Coordinate with the Operations Department to ensure all transfer of information is done according to ACCSC policies and procedures (including mailings, emails, and uploads).
- Assist with the on-site evaluation tracking list, as necessary.
- Link all required documents and correspondence in the College 360 database system.
- Coordinate activities and processes with the Accreditation Management Team.
- Coordinate with other staff members regarding Accreditation departmental operations.
- Other duties and responsibilities as assigned.

#### **Qualifications:**

- 3 years professional office experience required. An associate or baccalaureate degree preferred.
- Proficient in the Microsoft Office Suite (MS Word, Excel Outlook, Access, and Powerpoint) and an ability to learn new database systems.
- Excellent communication skills, written and verbal.
- Ability to handle multiple tasks, meet deadlines, and apply excellent attention to detail.
- Ability to work well individually and as part of a team.

**Interested candidates should submit a letter of interest, resume and salary requirements to [hr@accsc.org](mailto:hr@accsc.org).**