

<b>Job title</b>	<i>Institutional Review &amp; Development (“IRD”) Analyst</i>
<b>Reports to</b>	<i>Director of Institutional Review &amp; Development</i>
<b>Department</b>	<i>Institutional Review &amp; Development</i>

## Summary

The Analyst for Institutional Review and Development, an exempt position, is responsible for reviewing, researching and processing data related to institutional compliance and institutional substantive change in areas such as constituent complaints, agency notices, progress reports, financial reports, and applications for substantive change. The analyst will review institutional reports, to include, graduation and employment, employment verification, significant growth, and cohort default rate reports. The analyst will also review applications for substantive change, including program and curricular changes, facility additions, institutional changes to names/locations submitted by member schools to make initial determinations of compliance with accrediting standards and will assist with the maintenance of tracking systems to ensure all institutional review and development activities are completed as necessary. Analysts are responsible for routine maintenance of the organizational databases to include updates and changes to institutional program files in the Commission’s database. The Analyst for Institutional Review and Development will draft correspondences and respond to inquiries as necessary. Other duties include preparing reports for the Commission for review during the quarterly meetings or conference calls as required.

The Analyst for Institutional Review and Development may participate in on-site evaluations, where unrelated new programs (degree and non-degree alike) and separate facilities are being considered, as well as other school visits as needed. Analysts will participate on IRD Commission Committees as assigned.

## Duties and Responsibilities

- Review New Program Reports, Substantive Change Reports, Applications for Clock to Credit Hour Conversions, Program Modification Reports and other curriculum related activities (e.g., tuition changes, contract training, etc.); Applications for Branches – Part I and Part II, Satellite Location Reports, and Facility Expansion Reports; as well as Change of Name and Change of Location Reports, in conjunction with the ACCSC Standards of Accreditation, policies, and procedures;
- Prepare the analysis of complaint and compliance reports required by the Commission for its quarterly meetings and/or conference calls, including the assessment of applicable compliance issues, highlighting concerns, and providing notations as to which Standards of Accreditation are in question;
- Respond to requests for complaint forms and draft correspondence in order to receive additional information, when needed;
- Prepare the analysis of school responses to reporting required by the Commission for its quarterly meetings and/or conference.
- Provide support to the IRD Lead Analysts to include oversight of the employment verification process and internal review areas.
- Participate in Commission and committee meetings (i.e., Program Review Committee, Financial Review, and Interim-level Review Committees) as assigned, and prepare materials required for committee meetings as required;
- Communicate with member institutions at all levels via electronic and written forms of correspondence with respect to inquiries related to program and separate facility issues, and other areas as needed;
- Assist with correspondence to schools, the Department of Education; and other regulatory agencies;
- Assist with review of member schools’ financial statements;
- Other duties as assigned.

**Qualification Guidelines:**

- Bachelor's degree; Master's degree preferred;
- 2 years experience (associated with educational and/or curriculum review preferred);
- Strong communication, word processing, and database skills (experience with Microsoft Access desirable);
- Experience reviewing financial statements desirable;
- Spanish speaking skills desirable;
- Work well under tight deadlines;
- Ability to work well independently and as part of a team;
- Must be available to travel at least one to two weeks per year.

**Position Type**

This is an exempt position.