Job Description Template

Job title
Accreditation Coordinator

Reports to
Manager of Accreditation

Department
Accreditation

Summary
The Accreditation Coordinator serves as the Commission staff representative during on-site evaluations to ensure that compliance with the Standards of Accreditation is maintained at ACCSC-accredited institutions.

Duties and Responsibilities

• Schedule, plan, and execute the on-site evaluation process for assigned schools
• Review, analyze, and evaluate applications for accreditation and write a compliance response letter to each assigned school
• Provide guidance to on-site evaluation team members on accreditation standards and practices
• Recruit volunteers from the organization’s existing database to be a part of on-site evaluation teams
• Manage the scheduling, progress, and timing of the evaluation team while on-site
• Along with the on-site evaluation team, prepare a team summary report for each assigned school which serves as the official record of the team’s observations and findings during the on-site evaluation
• Provide any follow-up, assistance, or interpretive guidance on accreditation standards to schools after the on-site evaluation is complete
• Develop a profound understanding of ACCSC’s processes and procedures, the ACCSC Standards of Accreditation, and be able to discuss requirements with key constituents
• Keep detailed records regarding the scheduling, logistics, and volunteer information

Qualifications

• Bachelor’s degree required
• Significant travel each month is required
  o Approximately 12-14 days on the road each month
• Must hold a valid driver’s license
• Strong analytical and auditing skills with the ability to synthesize data and report accurate information
• Must be able to communicate effectively to various constituents (team members, volunteers, school administration, students, etc.)
• Ability to self-motivate and multi-task while working on various projects
• Ability to work with confidential material in a collegial manner
• Must be professional, team oriented, self-disciplined, and possess strong relationship and conflict resolution skills
• Excellent writing, editing, and word processing skills
• Proficiency in Microsoft Office
• Conversational fluency in Spanish would provide an advantage in the job
• Additional duties and responsibilities as assigned
<table>
<thead>
<tr>
<th><strong>Position Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is an exempt position.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>To Apply</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interested candidates should submit a letter of interest, resume and salary requirements to <a href="mailto:hr@accsc.org">hr@accsc.org</a></td>
</tr>
</tbody>
</table>