



## ACCSC Accreditation Coordinator I

Are you passionate about upholding high standards and facilitating organizational growth? Do you thrive in detail-oriented roles and excel in dynamic team environments? ACCSC's Accreditation Department is seeking a dedicated and motivated Accreditation Coordinator to join our team. As the Accreditation Coordinator, you will process applications for accreditation and serve as the Commission staff representative during on-site evaluations. Reporting directly to the Manager of Institutional Review and Accreditation, you will play a vital role in ensuring educational institutions meet rigorous quality standards.

### Key Responsibilities

- Coordinate and execute the on-site evaluation process for assigned schools.
- Along with the on-site evaluation team, prepare an on-site evaluation report for each on-site evaluation.
- Serve as a staff resource to schools after the on-site evaluation is complete.
- Serve on one of ACCSC's committees as a note taker.
- 10-14 business travel days per month required.
- Support the continuous improvement of accreditation processes.
- Additional duties and responsibilities as assigned.

### What We're Looking For

- Bachelor's degree preferred.
- Experience with business travel preferred; general travel experience required.
- Must hold a valid driver's license.
- Strong analytical, auditing, and writing skills.
- Attention to detail and a commitment to accuracy.
- Ability to manage multiple tasks and meet deadlines
- Professional demeanor and a collaborative spirit
- Proficiency in Microsoft 365
- Conversational fluency in Spanish would provide an advantage in the job.

### Why Join Us?

- Be part of a mission-driven team dedicated to educational quality.
- Opportunities for professional growth and development.
- Supportive and inclusive work culture.
- Engaging and meaningful work that makes a difference.

Interested candidates are requested to submit a letter of interest and a resume to [hr@accsc.org](mailto:hr@accsc.org).