



## ACCSC Junior Analyst / Administrative Assistant (Accreditation)

Looking for an exciting opportunity to grow your analytical and administrative skills in a mission-driven environment? ACCSC is seeking a detail-oriented Junior Analyst/Administrative Assistant to help meet our mission of “Ensuring Quality Education that Enhances Student Success in the Workforce.” In this dynamic role, you’ll review and analyze applications for new educational programs, track substantive changes, maintain vital databases, and provide key support to member institutions. This position is designed to lead to growth opportunities based on demonstrated success.

### Key Responsibilities

- Tracking all incoming substantive change applications
- Review incoming applications for completeness
- Analyze and approve assigned applications
- Maintain database
- Communicate with/provide information and guidance to schools
- Prepare monthly/quarterly reconciliation reports
- Track substantive change approvals for implementation
- Assist with annual reporting requirements
- Serve as liaison between departments as needed
- Participate in review committees.

### What we’re looking for

- Professional administrative experience preferred.
- Bachelor’s degree is preferred but not required.
- Spanish language skills an asset.
- Initiative, critical thinking, and problem-solving ability required.
- Strong written and verbal communication skills.
- Proficient in Microsoft 365; able to learn new databases.
- Excellent multitasking, deadline management, attention to detail, and flexibility.
- Able to work independently and as part of a team.

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