



ACCSC Manager of Institutional Review and External Affairs

Are you ready to be at the forefront of educational excellence? ACCSC is seeking a dynamic, detail-oriented, and motivated professional to join our team as the next Manager of Institutional Review and External Affairs! As our Manager of Institutional Review and External Affairs, you will play a pivotal role in ensuring that institutions meet the highest standards of accreditation. You'll oversee dedicated staff, manage critical data streams, and lead processes that impact thousands of students and institutions nationwide. Your work will ensure compliance with accrediting standards, safeguard institutional integrity, and foster strong partnerships with state and federal regulatory agencies.

Key Responsibilities

- Lead and inspire a committed team dedicated to institutional review and compliance.
- Manage vital data from annual reports and financial submissions, ensuring accuracy and integrity.
- Oversee key review committees and provide expert guidance on the interpretation of accreditation standards, policies, and procedures.
- Ensure quality control of all Commission correspondence, reflecting our unwavering commitment to excellence.
- Collaborate with regulatory partners and address external complaints with professionalism and diligence.
- Participate in high-impact Commission meetings, workshops, and forums—actively shaping policies and practices in education.

What We're Looking For

- A collaborative leader with experience managing staff, data, or processes in a regulatory or compliance-focused environment.
- Master's degree (In education related field, preferred).
- Three years of experience in post-secondary education.
- Ability to study and master the Standards of Accreditation.
- Excellent written and verbal communication skills, especially in preparing review materials and crafting clear, effective correspondence.
- Strong analytical skills and attention to detail.
- Comfort working with committees and in dynamic, mission-driven settings.
- Demonstrated ability to work well independently and as part of a team.
- Available to travel 1-2 weeks per quarter.



Accrediting Commission of Career Schools and Colleges

Why Join Us?

- Opportunity to lead meaningful change and uphold standards that matter.
- Engage with a passionate, mission-driven team.
- Shape the future of educational excellence and integrity.
- Enjoy ongoing professional development and opportunities to expand your impact through national forums, workshops, and collaborative projects.

Interested candidates are requested to submit a letter of interest and a resume to hr@accsc.org. This is an Arlington, VA based position.