

Job title	<i>Jr. Accreditation Coordinator/ Administrative Assistant</i>
Reports to	<i>Manager of Institutional Accreditation</i>
Department	<i>Accreditation</i>

Summary:

The Jr. Accreditation Coordinator/Administrative Assistant, an exempt position, is responsible for providing support to the Accreditation Department by tracking, reviewing, and processing data related to the initial and renewal of accreditation processes. In addition to administrative support, the Jr. Coordinator will analyze, and process applications as assigned, serve as support staff for on-site evaluations, as well as prepare regular activity reports for the Associate Director of Institutional Accreditation and Manager of Institutional Accreditation. Other responsibilities of the position include but are not limited to the following.

Administrative Responsibilities:

- Track all incoming renewal and initial accreditation applications utilizing internal databases
- Keep the team's travel schedule current with all required information
- Upload Departmental letters and reports to internal database
- Track communication with member institutions regarding initial and renewal of accreditation applications
- Prepare quarterly reconciliation reports for Board review
- Send out post-evaluation surveys to schools on a monthly basis
- Support Accreditation Department Staff with securing volunteers, on an as-needed basis
- Other duties and responsibilities as assigned

Jr. Accreditation Coordinator Responsibilities:

- Review and process Renewal of Accreditation applications
- Communication with member institutions throughout the renewal process
- Connect schools requiring assistance to the appropriate staff resource
- Serve as a supporting Commission Representative for on-site evaluations requiring two staff members
- Track accreditation-related volunteer activities, liaise with Commission Affairs Department, as needed
- Participation in committee meetings, as assigned
- Additional responsibilities, as assigned

Qualifications

- 2-4 years professional experience required. Internships will be considered.
- A bachelor's degree is preferred but not required.
- Demonstration of strong critical thinking and problem-solving skills, and commitment to innovative approaches.
- Proficient in the Microsoft Office Suite and an ability to learn new database systems.
- Excellent written and oral communication skills.
- Demonstrated ability to execute multiple tasks on differing timelines, while remaining detail oriented.
- Ability to work well individually and as part of a team.
- Experience and comfort with domestic and international travel; current passport or ability to secure a passport is required.

Position Type

This is an exempt position. This is Arlington VA (hybrid schedule) based position.