



Accrediting Commission of Career Schools and Colleges

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Arlington, Virginia 22201
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www.accsc.org

Job title	<i>Accreditation Coordinator</i>
Reports to	<i>Manager of Institutional Review and Accreditation</i>
Department	<i>Accreditation</i>

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
 - 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

Position Type

This is an exempt position.

To Apply

Interested candidates should submit a letter of interest, resume and salary requirements to hr@accsc.org