



Accrediting Commission of Career Schools and Colleges

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Job title	<i>Institutional Review & Development - Analyst</i>
Reports to	<i>Associate Director of Institutional Review & Development</i>
Department	<i>Institutional Review & Development</i>

Summary

The Analyst for Institutional Review and Development, an exempt position, is responsible for reviewing, researching, and processing data related to institutional substantive changes. The Analyst is responsible for reviewing substantive change applications with primary focus on program and curricular changes, facility additions, and institutional changes to names/locations. The Analyst is also responsible for maintaining and updating protocols related to the organization’s databases, including making updates to institutional program files in the Commission’s database and ensuring that all program information in the ACCSC database is accurate. The IRD Analyst will draft correspondence and respond to inquiries as necessary. Other duties include preparing reports for Commission review during the quarterly meetings or conference calls as required.

The Analyst will conduct on-site evaluations as needed at member institutions in conjunction with separate facility and program review applications and reports as well as other types of on-site evaluations as directed. The Analyst will also provide guidance to the Lead Analysts and Associate Director of IRD with respect to the interpretations of standards, policies and procedures when necessary, and quality control of approval letters. Other duties include participation in ACCSC activities (i.e., workshops, Commission meetings, etc.) and committee work in keeping with organizational/departmental needs.

Duties and Responsibilities

- Responsible for reviewing substantive change applications with a primary focus on new non-degree and degree programs, distance education, and new and separate facilities;
- Prepare correspondence and respond to inquiries as necessary in alignment with substantive change responsibilities and other Commission and Committee assessment work;
- Assist in reviewing and evaluating the policies and procedures and forms and applications related to substantive changes and enhancing the effectiveness and efficiency of the review processes;
- Participate special projects in areas related to institutional development, such as curriculum development and application edits, as assigned;
- Participate in Commission and committee meetings as assigned, and prepare materials required for committee meetings as required;
- Prepare detailed letters to institutions, to including in-depth analysis reflective of Commission actions;
- Other duties as assigned.

Qualifications

- Bachelor’s degree required; Master’s degree preferred;
- 2 years experience (associated with educational and/or curriculum review preferred);

- Strong analytical and auditing skills with the ability to synthesize data and report accurate information
- Must be able to communicate effectively with various constituents (team members, volunteers, school administration, students, etc.)
- Ability to self-motivate and multi-task while working on various projects while meeting deadlines
- 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 products
- Conversational fluency in Spanish would provide an advantage in the job
- Available to travel 2-4 times per year

Position Type

This is an exempt position.