



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

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

Summary

The Jr. Analyst/Administrative Assistant, an exempt position, is responsible for providing support to the Institutional Review and Development (“IRD”) team by tracking, reviewing, and processing data related to the institutional substantive change application process. In addition to administrative support, the Jr. Analyst will review, analyze, and process applications as assigned as well as prepare monthly and quarterly reports for the Commission. Other responsibilities of the position include but are not limited to the following.

Administrative Responsibilities:

- Track all incoming substantive change applications and reports utilizing internal database
- Review incoming applications for completeness/errors
- Upload approval/final decision letters to internal database
- Communicate with member institutions regarding substantive change process
- Track communication with member institutions regarding substantive change applications
- Upload all required documents to internal databases
- Prepare monthly/quarterly reconciliation reports
- Assist with annual membership reporting requirements
- Serve as liaison between departments as needed
- Other duties and responsibilities as assigned

Jr. Analyst Responsibilities:

- Review and process substantive change applications
- Communicate with member institutions throughout the substantive change process
- Provide guidance to member institutions regarding the substantive change process
- Track substantive change implementation at member institutions
- Track substantive change approvals that require visits
- Participate in committee meetings as assigned
- Additional responsibilities as assigned

Qualifications

- Bachelor's degree.
- 3-5 years professional office experience required.
- Proficient in the Microsoft Office Suite and an ability to learn new database systems.
- Excellent written and oral communication skills.
- Excellent ability to handle multiple tasks, meet deadlines, apply excellent attention to detail, and remain flexible.
- Ability to work well individually and as part of a team.

Position Type

This is an exempt position.

Salary Range

\$50-55K

Benefits: Comprehensive benefits package including medical, dental, vision, paid time off, paid holidays, retirement plan, and other employer-sponsored benefits.

To Apply

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