

ACCSC Director of Accreditation

The Director of Accreditation has three primary functions:

1. Participate in the leadership of ACCSC in support of the organization's mission and goals.
2. Lead and manage on both a strategic and operational level the Accreditation Department and staff responsible for assessing institutional compliance with accrediting standards.
3. Serve in a liaison capacity with the Accrediting Commission vis-à-vis the ACCSC accreditation process.

Major Responsibilities:

- Serve as a member of the ACCSC Staff Leadership Team responsible for the day-to-day operations of the organization as well as in future planning and improvement initiatives.
- Lead and manage the operational functions of the Accreditation Department and accreditation process including processing applications for accreditation, on-site evaluations, evaluation reports and institutional responses, material preparation for Commission meetings, and appeal activities.
- Conduct on-site evaluations to assess institutional compliance with accrediting standards, as necessary.
- Provide guidance and support to institutions and other interested parties (e.g., other regulators) regarding ACCSC's accreditation standards, processes, and procedures.
- Lead and oversee continuous improvement efforts and ongoing quality initiatives for the Accreditation Department.
- Foster professional and personal growth opportunities for Accreditation Department staff.
- Participate in Commission meetings serving in a staff leadership role and key staff liaison to the Commission.
- Participate in the development of the Commission's standards, policies, and procedures and serve as lead staff on related committees and task forces as assigned.
- Coordinate and participate in training activities for staff, Commissioners, volunteers, and institutions.
- Budget and plan for departmental operations.
- Maintain strong and positive working relationships with institutions, other accrediting commissions, and state and federal regulatory agencies.
- Provide written and verbal correspondence with institutions and other parties as necessary.
- Other duties as assigned.

Required Background:

- Demonstrated leadership characteristics in areas such as:
 - Integrity;
 - Accountability;
 - Communication skills;
 - Teamwork;
 - Innovation, Self-assessment, and improvement.
- Experience in higher education accreditation activities.
- An understanding of higher education policy and postsecondary institution administration and operations as well as instructional processes to include curriculum, teaching, performance based instructional programs, student achievement outcomes, and student services.
- Progressive leadership and management roles, a demonstrated ability to effectively lead and manage staff, and an ability to function in a “hands-on” manner.
- Superior skills in program management (planning, organizing, directing and controlling), organizational development, strategic planning and systematic evaluation.
- Demonstrated experience in managing, evaluating, and improving systems and processes for optimizing efficiencies and performance.

Qualifications:

- Masters degree in an area supportive of the position responsibilities and which developed high-level critical thinking, problem solving, and communication skills.
- Five years experience that shows progressive growth to a senior managerial-level and leadership position with staff oversight responsibilities within postsecondary education, accreditation, or regulatory agency environments. (Other experience may be considered if extensive enough and the candidate can make a compelling case for the applicability and transferability of the experience.)
- Five years experience working in an accreditation and/or regulatory environment and with accreditation/regulatory processes and procedures.
- Proficiency with Microsoft Office and Adobe Acrobat software and an ability to work in a “paperless” environment.

Salary will be commensurate with the background and experience of the candidates. Qualified candidates should submit a cover letter, resume, and salary requirements to hr@accsc.org.

ACCSC is an equal opportunity employer.