

## **ACCSC Institutional Review & Development Administrative Assistant**

The Institutional Review and Development Administrative Assistant (“IRD Assistant”), a non-exempt position, is responsible for providing administrative support for the Institutional Review and Development (“IRD”) and reports directly to the Senior Manager of IRD. The IRD Assistant is directly responsible for the tracking, preparation, mailing, and filing of all correspondence relating to non- substantive and substantive changes and compliance reports including: substantive change applications and approval letters; incoming complaints and complaint letters; interim reports and letters; and providing assistance to staff as required. The IRD Assistant also coordinates and distributes all incoming correspondence and applications for the department staff. The IRD Assistant drafts and prepares memoranda; correspondence; reports; provides other administrative support and must have an ability to handle multiple tasks and to meet deadlines.

### **IRD Assistant Responsibilities:**

- Track, file, distribute, and update/maintain Microsoft Access tracking system for all incoming and outgoing IRD applications and correspondence including:
  - Complaints
  - Non- substantive and Substantive Change applications
  - Agency notices
  - Employment verification letters and calls (if needed).
  - Agency Notices
  - Non- substantive and Substantive Change approval letters
  - Progress, Annual Report, Cohort Default Rate, and Significant Growth letters
  - Committee letters – Degree, Compliance, Progress, Financial Review Committee, Standards, and Distance Education committees
- Answer incoming complaint calls and emails, including sending complaint form, answering general inquiries regarding the complaint process, and providing a brief update to complainants as requested.
- Email schools to confirm receipt of applications and notify school of the staff member responsible for reviewing the application.
- Assist with review of schools’ financial statements.
- Interface with the Accreditation department re: application approvals requiring on-site evaluations.
- File management.
- Upload all required documents and correspondence in the College 360 database system.
- Draft official letters and correspondence.
- Coordinate activities and processes with the IRD Management Team.
- Coordinate with other staff members regarding IRD departmental operations.
- Other duties and responsibilities as assigned.

### **Required Qualifications:**

*Revised December 2017*

- 3-5 years professional office experience required. A bachelor's degree preferred.
- Proficient in the Microsoft Office Suite (MS Word, Excel, Outlook, Access, and Powerpoint) 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.

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](mailto:hr@accsc.org).

*ACCSC is an equal opportunity employer.*