



Accrediting Commission of Career Schools and Colleges

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Arlington, Virginia 22201

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www.accsc.org

POSITION ANNOUNCEMENT

ACCSC Accreditation Coordinator

POSITION DESCRIPTION

The Accreditation Coordinator serves as the Commission staff representative during on-site team evaluations to ensure that compliance with the Standards of Accreditation is maintained in our member schools.

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 onsite evaluation team members on accreditation standards and practices
- Recruit volunteers from the organization's existing database to be a part of the on-site evaluation team to the school
- Manage the scheduling, progress, and timing of the evaluation team while on-site
- Along with the on-site evaluation team, prepare a summary report which serves as the official record of the team's observations during the visit to each assigned school
- Provide any follow-up, assistance, or interpretive guidance to the school after the on-site evaluation is complete
- Become an expert on the ACCSC Standards of Accreditation and be able to discuss requirements with school officials
- 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 audiences (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
- Fluency in Spanish would provide an advantage in the job
- Additional duties and responsibilities as assigned

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