

## **JOB DESCRIPTION – ACCREDITATION COORDINATOR**

**GENERAL RESPONSIBILITIES:** This professional position is responsible for the implementation/coordination of the accreditation process in accordance with established ACCET standards, policies, and procedures. The Accreditation Coordinator reviews private postsecondary institutions to assure quality training and compliance with accreditation standards. The position reports directly to the Assistant Executive Director and ultimately to the Executive Director.

**SPECIFIC RESPONSIBILITIES:** The Accreditation Coordinator's primary duties and responsibilities include:

### **On-Site Team Evaluation Visits:**

- Organize, facilitate, and participate on team evaluation visits to institutions seeking initial or reaccreditation (Travel required – approximately 25% - 35% of time)
- Schedule, arrange travel/accommodations, and assist the on-site teams of volunteer evaluators (Curriculum and Management Specialists)
- Draft, consolidate, and edit team visit reports for subsequent review and evaluation by the ACCET Commission

### **ACCET Commission Meetings:**

- Provide assistance to Commissioners during ACCET Commission meetings
- Prepare draft correspondence (Commission Action Letters) to institutions consequential to the Commission's decisions relative to accreditation

### **Accreditation Workshops:**

- Assist in conducting Accreditation Workshops for institutions seeking accreditation or reaccreditation
- Review ACCET standards, policies, procedures, and expectations with institutions

### **Assigned Committees:**

- Serve as the chair/liaison of assigned committees (e.g. Program Review Committee, Branching Review Committee, or Change of Ownership Review Committee)
- Review, track, and respond to documents related to the assigned committee (e.g. institutions' applications for new programs, additional locations, or ownership changes)
- Upon review, recommend actions to the full Committee(s) and/or Commission for their consideration

### **Technical Assistance:**

- Provide technical assistance to applicants and member institutions on matters related to ACCET standards, policies and procedures
- Provide assistance to federal and state regulatory agencies pursuant to related queries
- If qualified, maintain and update the ACCET website, utilize and refine the ACCET database, and assist in the development of the web-based Accreditation Management System

Originated: 4/1998

Revised: 11/2014

ISO/Personnel/Job Descriptions/Accred. Coord.

**Perform Other Duties as Assigned**

**MINIMUM REQUIRED EDUCATION AND WORK EXPERIENCE:**

- Bachelor's degree and some experience working in a postsecondary school environment and/or Intensive English Program.
- Excellent writing skills and attention to detail required to: review documents for compliance with ACCET standards, write team visit reports, compile information from evaluation visits, and draft letters detailing Accrediting Commission decisions.
- Must be a well-organized, reliable, enthusiastic individual to review, monitor, and evaluate schools as part of the accreditation process.

Originated: 4/1998

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