



Accreditation Process Manager

SUMMARY

Under the general supervision of a Vice President, and working closely with all of the Vice Presidents and ACCJC staff, the Accreditation Process Manager is responsible for coordinating and managing several key aspects of the Commission's accreditation processes and related Commission functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the overall work of the Vice Presidents
- Supports the work of Commission committees (Policy, Substantive Change, Evaluation & Planning and Educational Programming) to which the Vice Presidents are assigned, to include scheduling committee meetings, preparing and distributing meeting agendas and materials, taking meeting minutes
- Works with the ACCJC peer reviewer database
- Manages the initial processing of institutional substantive change inquiries and applications to ensure completeness and adherence to policy expectations
- Assists with the initial processing of complaints against member institutions
- Assists with the selection of peer reviewers for evaluation site teams for comprehensive, follow-up, and substantive change site visits
- Schedules comprehensive, follow-up, and substantive change visits to member institutions
- Communicates with peer reviewers and institutional representatives
- Processes accreditation-related correspondence between the Commission and its member institutions
- Assists with the development of resource materials for educational programs
- Maintains digital records of documents in keeping with ACCJC's records retention policy
- Represents the agency's values and spirit in all interactions with personnel from member institutions and members of the public
- Provides general support for all related Commission functions and activities
- Other duties as assigned

QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited institution required
- At least 5 years of increasingly responsible administrative experience

Knowledge and Skills

- Strong technology skills including word processing, data entry, and database management using the Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, and Access), Adobe, and other information technologies to create, store, and present information
- High level of demonstrated strong organizational and project management skills
- Proven planning skills, including familiarity with practices for timelines, tracking multiple levels of data and related activity
- Excellent written and editing skills with strong knowledge of English usage, spelling, grammar and punctuation
- Ability to orally communicate professionally, clearly, and concisely
- Demonstrated skills working with people
- High degree of accuracy and careful attention to detail
- Effective at working with a team and with a sophisticated clientele
- Ability to impart technical and detailed information through email and phone interactions with members
- Ability to multitask and prioritize assignments
- General record keeping and file maintenance skills
- Ability to independently perform all duties of the position with efficiency and effectiveness and minimal supervision
- Ability and willingness to travel occasionally to Commission committee meetings

Application Procedures

- Applications will be accepted through **Thursday, April 12**
- Interested applicants **MUST** submit a Resume and a Cover Letter (must state how you meet the Education and Experience and Knowledge and Skills requirements). Resumes submitted without a cover letter will not be reviewed.
- The resume and cover letter should be submitted as email attachments and not included in the body of an email. Cover letters may be addressed to:

APM Hiring Committee
Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd., Suite 204
Novato, CA 94949

- Please submit all materials VIA EMAIL with attachments (please do not submit applications via postal mail or hand delivery - no paper applications will be accepted) by **Thursday, April 12 to jdreier@accjc.org**
- Successful candidates will be contacted to schedule an interview by Friday, April 13