



ACCREDITATION COORDINATOR

Interesting, fast-paced work for a national accrediting agency (ACCET) in a small, supportive working environment with full benefits. Assist in the accreditation of higher education institutions. Primary responsibilities involve: (1) on-site and virtual team evaluation visits (travel required); (2) Commission Meetings, (3) Accreditation Workshops, (4) assigned portfolios, and (5) assist ACCET membership through the accreditation process.

Virtual and On-Site Team Evaluation Visits:

- Organize, facilitate, and participate in team evaluation visits to institutions seeking accreditation. Significant travel required for on-site visits (approx. 25% - 35% of time).
- Schedule, arrange travel/accommodations, and assist the teams of volunteer evaluators (on-site and virtual).
- Draft, consolidate, and edit team visit reports for review by the ACCET Commission.

ACCET Commission Meetings:

- Prepare documentation and resources for review at ACCET Commission meetings.
- Support Commissioners during meetings.
- Prepare draft correspondence regarding the Commission's accreditation decisions.

Workshops, Trainings, Conferences:

- Present at workshops, trainings, and other events for membership institutions and staff.
- Review ACCET standards, policies, and expectations with institutions through interactive events.

Assigned Portfolios:

- Participate in assigned committees and projects.
- Review applications and documents related to assigned portfolios.

Membership Assistance:

- Provide assistance to applicants and members on matters related to ACCET standards and policies.

Minimum Qualifications:

- Bachelor's degree and work experience in postsecondary education. Experience or degree in higher education, curriculum development, interactive distance learning, or compliance preferred.
- Excellent writing skills and attention to detail required to: (1) review documents for compliance with ACCET standards, (2) write team visit reports, (3) compile information from evaluation visits, and (4) draft letters detailing Commission decisions.
- Excellent organizational, time management, and interpersonal skills, as well as reliability, diplomacy, and enthusiasm.
- Proficiency in Microsoft Office 365
- Valid driver's license and ability to transport teams in rental cars.
- Ability to self-motivate and multi-task while working on various projects

www.accetjobs.org

Accrediting Council for Continuing Education & Training
1722 N Street, NW • Washington, DC 20036 • 202-955-1113 • www.accet.org

Classification: Full-Time Position

Salary: \$60,000 - \$65,000 based on experience.

Benefits: Medical, dental, and life insurance; retirement plan, work from home stipend.

Location: Washington, DC, or remote position

How to apply: Upload resume and cover letter at www.accetjobs.org

About Us:

The Accrediting Council for Continuing Education & Training (ACCET) is a non-profit, national accrediting agency founded in 1974 and recognized by the US Department of Education for the purposes of improving education and training at private postsecondary institutions. ACCET institutions are located in the United States, Puerto Rico, and abroad, including the Middle East. ACCET has a diverse institutional membership, including: Intensive English Programs (IEPs), Postsecondary Career/Vocational Colleges, Trade and Professional Associations, Corporate Training Departments, Religious and Ethical Societies, Public Affairs and Cultural Societies, Social Science, Volunteer, and Personal/Professional Development Organizations.

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