

POSITION DESCRIPTION



HIGHER LEARNING COMMISSION

Job Title: Vice President for Accreditation Relations

Date: August 2017
Department: Accreditation Relations
Supervisor: President
FLSA Status: Exempt
Supervisory: No direct supervision

Position Overview:

The Vice President for Accreditation Relations manages the accreditation process and relationships for assigned institutions; participates in HLC planning, policy, programs and services; contributes to the broader activities and strategic priorities of HLC; and reports to the President of HLC.

Duties and Responsibilities:

- Manages the accreditation process and relationships for assigned institutions
 - Serves as HLC’s leader with respect to those institutions; provides one-on-one guidance to institutions; facilitates accreditation processes; and advises institutions with regard to accreditation pathway options
 - Exercises judgment regarding certain institutional requests or circumstances and oversees institutional monitoring
 - Visits campuses for consultation as needed
- Participates in the identification, shaping, evaluation and improvement of HLC policies and practices
 - Contributes to the modification of standing HLC policies and practices
 - Identifies emerging trends regarding institutions and higher education practice
 - Models a culture of professionalism by being flexible, dependable, responsible, customer-service oriented, and supportive of staff at all levels
- Contributes to the conduct of HLC services
 - Assists with process review panels, team setting and development of protocols to guide decision making
 - Participates extensively in HLC’s annual conference, workshops, provision of education and training and other small group interactions
 - Collaborates with colleagues to create consistent HLC actions
- Contributes to the learning capacity of HLC
 - Identifies significant institutional issues and challenges
 - Represents HLC at selected professional meetings and forums and offers thought leadership
 - Maintains currency with higher education trends and developments
- Maintains technological skills needed for position and adapts to technology changes as needed
- Other duties as assigned

Qualifications and Competencies:

- Significant work experience in higher education in a position of major responsibility, preferably at both faculty and administrative levels
- Broad familiarity with higher education in the United States
- Credentials and capacity to represent HLC with credibility
- Capacity for holistic, complex judgments; analysis; problem solving; and translation of policy into practice
- Capacity to work collaboratively
- Ability to act as both guide and evaluator
- Ability to handle a sizeable caseload of institutions, to manage the detail of multiple simultaneous activities, to share the setting of policy and practice with colleagues, and to work in a team framework for carrying out the various processes and programs of HLC
- Willingness to travel as needed
- High communication skills and inclination
- Doctoral degree

Employee Signature: _____

Date: _____
MM/DD/YYYY