

# JOB POSTING



## Job Title: Accreditation Services Associate

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The Higher Learning Commission (HLC), a non-profit higher education association, seeks a proactive and detail-oriented professional to join the Accreditation Services department.

The Associate collaborates to implement accreditation services support and to provide process support for designated Vice Presidents, Directors, Associate Directors, Managers, and Coordinators as assigned. The Associate is responsible for entering and tracking data, providing the first level of technology support, filing and uploading documents, clerical support for the Accreditation Services team and communicating with internal and external stakeholders engaged in the accreditation process. The Associate reports to the Vice President for Systems and Accreditation Services.

### Qualifications and Competencies

- Associate's degree required, Bachelor's degree preferred
- Experience in implementing or maintaining processes and programs
- Strong ability to multi-task with acute attention to detail
- Extensive experience with standard office software, technology and equipment
- Experience in working with internal and external groups and individuals
- Excellent written and verbal communication skills
- Must be comfortable working in a dynamic work environment with a willingness to assist wherever needed
- Time management and organizational skills
- Flexible, dependable and responsible
- Ability to work independently and collaboratively
- Experience with MS Office, Databases, SpringCM, and SharePoint preferred
- Maintains technology skills needed for position and adapts to technology changes as required

### To Apply

Submit letter of application, resume, and three work references to HLC at the email address [HLAssociate@hlcommission.org](mailto:HLAssociate@hlcommission.org). Electronic submissions in one PDF file are preferred. Review of applications will commence October 1, 2020. Please do not call to inquire about the position. More information is available in the Position Description.

Please note: The interview process will include virtual interviews and in person interviews for finalists.

### About HLC

The Higher Learning Commission (HLC) is the largest regional accreditor in the United States, serving approximately 1,000 affiliated colleges and universities in a 19-state region. HLC has approximately 60 employees. HLC offers a rich benefits package: The HLC office is closed the week of Dec. 24-Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days. The salary for the Associate

position is \$45,000 annually. Due to COVID-19, HLC is encouraging remote work for most employees when possible at this time. During normal business operations, the Associate position is expected to work on site at the HLC office in the Chicago Loop.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [sbyrne@hlcommission.org](mailto:sbyrne@hlcommission.org).