



Job Title: Director of Peer Corps Relations and Services

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a hands-on director to provide day-to-day leadership of the HLC Peer Corps and to foster integration of the peer review process with HLC wider accreditation activities, policy requirements, and strategic priorities.

The Director of Peer Corps Relations and Services guides peer reviewers engaged in accreditation processes; collaborates with other HLC staff members in the development of training and initiatives for peer reviewers; manages the Peer Corps team; and leads experienced peer reviewers in content development and delivery of training programs, including Annual Conference trainings.

This position will be actively involved in administering and implementing Peer Corps Service activities while also serving as the strategic leader for the department. The ideal candidate will have excellent skills using and learning technology and will be willing to learn and apply Agile methodology tools, if not already familiar with the framework.

Qualifications and Competencies

- Master's degree required; doctoral degree preferred
- Previous experience as an HLC peer reviewer strongly preferred
- Experience in overseeing, managing, and creating training programs and complex processes
- Experience in program or institutional accreditation processes
- Experience in higher education
- Experience in working with and managing volunteer networks, including dispute mediation
- Experience supervising direct reports and managing their workflow
- Experience with standard office software, technology, and equipment, including consistent CRM usage; experience with virtual training, on-demand training, or learning management systems is a plus
- Experience in working with internal and external groups and individuals
- Superior written and verbal communication skills
- Demonstrated time management and organizational skills
- Demonstrated flexibility, dependability, and responsibility
- Ability to multi-task and to work independently and collaboratively
- Demonstrated ability for systems thinking and for creation and synthesis of new ideas
- Demonstrated experience in planning, evaluation, and improvement systems
- Willingness to travel for delivery of HLC trainings, workshops, and other meetings

To Apply

Submit cover letter, resume, and salary requirements to PCDirector@hlcommission.org. Electronic submissions in a single PDF file are preferred. Please do not call or email to inquire about the position. More information is available in the [Position Description](#). Initial review of applications will begin on January 20, 2023.

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 member colleges and universities. 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. HLC also offers a hybrid work environment.

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 hr@hlcommission.org.