Job Title: Accreditation Services Associate

Date: January 1, 2022
Department: Accreditation Services
Supervisor: Director of Accreditation Services
FLSA Status: Non-exempt
Supervisory: No direct supervision

Position Overview:
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.

Duties and Responsibilities:
- Assists in entering and tracking data and materials related to accreditation processes
- Collaborates to ensure that accreditation support processes are effective, efficient and well-documented
- Provides clerical support to Accreditation Services, including but not limited to:
  - Sending communication to institutions
  - Generating reports
  - Sending materials to evaluation teams for visits.
  - Downloads and logs in materials and other materials from Dropbox system and uploads them to SpringCM
- Communicates regularly with internal and external stakeholders engaged in accreditation processes
- Provides backup support for answering calls, filing, scheduling and copying
- Provides on-site support for decision-making meetings
- Assists in implementing accreditation processes as assigned, including:
  - Accreditation evaluation processes and events
  - Peer review and Peer Corps processes and events

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, Salesforce and SharePoint preferred
• Maintains technology skills needed for position and adapts to technology changes as required