

# POSITION DESCRIPTION



Job Title: Accreditation Services Associate

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**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
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## 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