

## Job Title: Accreditation Services Associate

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a highly motivated, organized individual to join our high-performing Accreditation Services team.

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.

### 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

### To Apply

Submit cover letter and resume to [HLCAssociate@hlcommission.org](mailto:HLCAssociate@hlcommission.org). Electronic submissions in one PDF file are preferred. Review of the applications will commence July 5, 2022. Please do not call or email to inquire about the position. More information is available in the [Position Description](#).

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. The salary for the Associate position is \$45,000 annually. 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.

On a pilot basis, HLC will be implementing a hybrid work environment. During this time, the Associate is expected to work on site at the HLC office in the Chicago Loop at least two days per week, although there may be additional on-site work on occasion. HLC requires all staff to be fully vaccinated for COVID-19 to work at the HLC office or attend HLC events in-person.

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](mailto:hr@hlcommission.org)