

DATABASE COORDINATOR

(Supports Senior Management)

GENERAL RESPONSIBILITIES:

This position provides direct support to Senior Management and staff relative to accreditation, including: (1) updating and maintaining the ACCET website and accreditation database; (2) serving as the Salesforce Administrator; (3) maintaining database and required data collections; (4) performing other database functions; (5) providing technical support to accredited institutions, Commissioners, and staff; (6) preparing for accreditation workshops, meetings of the Commission and Financial Review Committee (FRC); (7) administering surveys through SurveyMonkey to ACCET's constituents; (8) completing special projects; and (9) performing other duties, as required. This position reports directly to the Deputy Executive Director and ultimately to the Executive Director.

SPECIFIC RESPONSIBILITIES:

1. Update and maintain the ACCET website and accreditation database.
 - Manage and update the ACCET website and database (Accreditation Management System).
 - Identify/assist in the resolution of technical bugs.
 - Work with vendor to develop and maintain the accreditation database/management system and ACCET website.

2. Serve as Administrator for the Salesforce volunteer database.
 - Monitor Salesforce database for complete information.
 - Facilitate interface between Salesforce and AMS.
 - Maintain Salesforce Administrator status to ensure continued compliance with non-profit license requirements.
 - Review and test quarterly Salesforce updates to ensure full functionality is preserved.
 - Update Salesforce based on product revisions.

3. Maintain databases and data collection required by the Department of Education (ED), CHEA, and others.
 - Regularly update the Database of Accredited Postsecondary Institutions and Programs required by ED.
 - Assist with data analysis and exhibits required for ACCET's Petition for re-recognition.

4. Perform other database and technical responsibilities.
 - Build out Office 365/SharePoint for eventual migration of ACCET policies and procedures documents into a searchable repository.
 - Complete and maintain Complaint ACCESS/SharePoint database to allow staff to search/filter complaints and complaint histories.

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- Build ACCESS/SharePoint databases, including databases for: (1) changes of ownership, (2) changes of locations, (3) name changes.
 - Assist in the preparation and maintenance of the Commission SharePoint Team Site.
 - Support Network Enable with continued maintenance and development of ACCET internal and external networks, including internet service provider, laptops, and associated hardware and software.
4. Provide technical support to staff, Commissioners, and member institutions relative to the ACCET website and the accreditation database/management system.
 - Provide in-house and external tech support (help desk).
 - Assist member institutions, staff, and Commissioners by troubleshooting technology challenges, including network, internet, and connection difficulties.
 5. Assist with Commission meetings and training events, including accreditation workshops, team evaluator workshops, and online webinars.
 - Assist in compiling data and preparing worksheets for consideration by the Commission, at each Commission Meeting.
 - Prepare hard-copy institution folders and electronic Commissioner files containing the documents and worksheets required for review at each Commission Meeting.
 - Assist with maintenance of Event Espresso, preparation of workshop broadcasts and registration confirmations, reconciliation of registration lists, and set-up and maintenance of post-training surveys.
 6. Assist the Financial Review Committee (FRC) and preparation for FRC meetings.
 - Assist with the analysis of annual financial reporting
 - Create FRC worksheets and folders prior to Commission meetings.
 7. Assist in finalizing and distributing surveys through SurveyMonkey to ACCET's constituents, including students, graduates, and member institutions.
 8. Communicate with ACCET's institutional members, as follows:
 - Communicate extensively with member institutions by phone and email.
 - Prepare correspondence, documents, and reports related to accreditation. Edit, update, distribute, file electronically, and track documents as necessary.
 9. Complete special projects and perform other administrative duties as assigned by Senior Management.

MINIMUM REQUIRED EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree.
- Office experience.
- Excellent interpersonal and customer relations skills
- Proficiency in Microsoft Suite (including Word, Excel, and Power Point).

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- Proficiency with web software, including HTML coding and WordPress.
- Proficiency with Salesforce and Office 365/Sharepoint, preferred but not required.
- Proficiency with databases such as ACCESS.
- Ability to multi-task in a fast pace environment and adapt to changing priorities.
- Ability to be productive with little supervision.
- Professional demeanor/appearance.