JOB OPENING

ACCREDITATION COORDINATOR WITH ACCET

The Accrediting Council for Continuing Education & Training (ACCET), continuously recognized by the United States Department of Education as a valid and reliable authority on the assessment of education quality since 1978, is seeking qualified candidates who have the knowledge, skills, and capabilities needed full-time work as part of the evaluation of higher education institutions in the accreditation process.

ACCET has a diverse institutional membership, including: Intensive English Programs (IEPs), Postsecondary Career/Vocational Colleges, Trade and Professional Associations, Corporate Training Departments, Religious and Ethical Societies, Public Affairs and Cultural Societies, Social Science, Volunteer, and Personal/Professional Development Organizations.

Primary responsibilities involve:
(1) virtual and on-site team evaluation visits (travel required);
(2) ACCET Commission Meetings,
(3) Accreditation Workshops,
(4) assigned Committees, and
(5) technical assistance to ACCET membership.

Virtual and On-Site Team Evaluation Visits
• Organize, facilitate, and participate on team evaluation visits to institutions seeking accreditation. Travel required (approx. 25% - 35% of time).
• Schedule, arrange travel/accommodations, and assist the teams of volunteer evaluators (Curriculum and Management Specialists).
• Draft, consolidate, and edit team visit reports for review by the ACCET Commission.

ACCET Commission Meetings
• Provide assistance to Commissioners during ACCET Commission meetings.
• Prepare draft correspondence regarding the Commission’s accreditation decisions.

Accreditation Workshops:
• Assist in conducting workshops for institutions seeking accreditation.
• Review ACCET standards, policies, and expectations with institutions.

Assigned Committees
• Chair assigned committees (e.g. Financial Review Committee, Program Review Committee, or Completion/Placement Committee).
• Review documents related to assigned committee (e.g. financial statements/audits, program applications, and/or completion/placement statistics).
• Recommend actions to the full Committee and/or Executive Committee for their consideration.
**Technical Assistance:**
- Provide technical assistance to applicants and members on matters related to ACCET standards and policies.
- Provide assistance to federal and state regulatory agencies pursuant to related queries.

**MINIMUM QUALIFICATIONS:**
- Bachelor’s degree and work experience in a school, ideally a private postsecondary institution. Prefer experience and/or degree in higher education, curriculum development, financial aid/accounting/business, or accreditation.

- Excellent writing skills and attention to detail required to: (1) review documents for compliance with ACCET standards, (2) write team visit reports, (3) compile information from evaluation visits, and (4) draft letters detailing Commission decisions.

- Excellent organizational and interpersonal skills as well as reliability, diplomacy, and enthusiasm.

- Valid driver’s license and ability to transport teams in rental cars.

**FULL BENEFITS:** Medical, dental, and life insurance; retirement plan.

**SALARY:** $55,000 - $60,000 depending upon experience.

**SEND RESUME, COVER LETTER, & SALARY REQUIREMENTS TO:** Kate Zulaski, kate@accet.org