JOB DESCRIPTION – ACCREDITATION COORDINATOR

GENERAL RESPONSIBILITIES: This professional position is responsible for the implementation/coordination of the accreditation process in accordance with established ACCET standards, policies, and procedures. The Accreditation Coordinator reviews private postsecondary institutions to assure quality training and compliance with accreditation standards. The position reports to the Associate Executive Directors and the Executive Directors.

SPECIFIC RESPONSIBILITIES: The Accreditation Coordinator’s primary duties and responsibilities include:

On-Site Team Evaluation Visits:
- Organize, facilitate, and participate on team evaluation visits to institutions seeking initial or reaccreditation (Travel required – approximately 20% - 30% of time)
- Schedule, arrange travel/accommodations, and assist the on-site teams of volunteer evaluators (Curriculum and Management Specialists)
- Draft, consolidate, and edit team visit reports for subsequent review and evaluation by the ACCET Commission

ACCET Commission Meetings:
- Provide assistance to Commissioners during ACCET Commission meetings
- Prepare draft correspondence (Commission Action Letters) to institutions consequential to the Commission’s decisions relative to accreditation

Accreditation Workshops:
- Assist in conducting Accreditation Workshops for institutions seeking accreditation or reaccreditation
- Review ACCET standards, policies, procedures, and expectations with institutions

Assigned Committees:
- Serve as the chair/liaison of assigned committees (e.g. Program Committee, Financial Review Committee, Completion & Placement Committee, etc.)
- Review, track, and respond to applications, annual reports, and other documents related to the assigned committee(s)
- Upon review, recommend actions to the full Committee(s) and/or Commission for their consideration

Technical Assistance:
- Provide technical assistance to applicants and member institutions on matters related to ACCET standards, policies and procedures
- Provide assistance to federal and state regulatory agencies pursuant to related queries

Perform Other Duties as Assigned