



IACBE

International Accreditation Council for Business Education

Job Description:
Director of Accreditation

International Accreditation Council for Business Education
11374 Strang Line Road
Lenexa, Kansas 66215
USA

Job Description

<u>Position:</u>	Director of Accreditation
<u>Direct Report:</u>	President of the IACBE
<u>Payroll Status:</u>	Salaried
<u>Federal Wage and Hour Status:</u>	Exempt from federal wage and hour law
<u>Work Schedule:</u>	Monday-Thursday: 8:00 am-4:00 pm; Friday: 8:00 am-3:00 pm and other hours as needed
<u>Performance Evaluation:</u>	Annual performance review by the President

Description:

As an integral member of the IACBE management team, the Director of Accreditation is directly involved in the day-to-day activities and decisions of the Assembly with primary responsibility for (i) the general management of all IACBE accreditation-related activities in a timely and efficient.

Responsibilities:

A. Accreditation Activities

- Assist the President in advancing the Assembly's quality assurance and accreditation mission
- Serve as the primary contact for accreditation-related questions and requests from member institutions
- Assist and advise members and prospective members through application processes (educational membership, candidacy, first-time accreditation, reaffirmation of accreditation)
- Oversee and manage accreditation-related tasks, including but not limited to:
 - Defining timetables and deadlines for accreditation-related visits and the submission of required materials
 - Reviewing self-study and candidacy materials for completeness and accuracy
 - Conducting technical reviews
 - Selecting and scheduling site-visit team members and providing all necessary information to the team and the institution
 - Reviewing information from site visits and candidacy visits, and writing findings letters
 - Conducting post-visit surveys to assess the effectiveness of site visits and individual team members
- Serve as the Assembly's representative on domestic candidacy visits, accreditation site visits, and mentoring visits as needed

A. Accreditation Activities (Cont'd)

- Provide training to site-visit team members and chairs, and maintain accurate lists from which members are drawn
- Organize, develop, schedule, and conduct accreditation and other workshops (including content development and delivery via webinars) to meet the needs of the Assembly's members

B. Compliance Activities

- Oversee member compliance with the Assembly's accreditation principles, policies, and procedures
- Review and respond to interim reports of the Assembly's members

C. Board of Commissioners Support

- Work with the Chair of the Board of Commissioners to determine agenda for Board of Commissioners meetings
- Work with the Board of Commissioners in revising its policies and procedures as needed
- Work with the Board of Commissioners to ensure that it complies with its policies and procedures
- Prepare candidacy and accreditation decision letters
- Attend all meetings of the Board of Commissioners and participate as needed
- Serve as recording secretary for the Board of Commissioners

D. General Responsibilities

- Work with the President and the Assembly's staff members in developing and implementing the Assembly's strategic plan
- Attend and participate in the IACBE's Annual Conference and Assembly Meeting

G. General Responsibilities (Cont'd)

- Manage special projects as needed
- Approve expenses and sign checks as needed
- Work with the President on other strategic and accreditation-related matters as needed
- Perform other duties as needed