



---

---

Position Description:  
Council Staff Administrator

---

---

# Position Description

<b>Position:</b>	Council Staff Administrator
<b>Supervisor:</b>	Chief Compliance and Accreditation Officer
<b>Payroll Status:</b>	Salaried, Non-Exempt
<b>Travel:</b>	up to 10%
<b>Location:</b>	May be remote
<b>Office Hours:</b>	Monday-Thursday 8:00am – 4:00pm central time Friday 8:00am – 3:00pm central time

## General Description

As an integral member of the IACBE team, the Council Staff Administrator supports IACBE in both operator and project manager capacities while maintaining an emphasis on service to IACBE Members. The Council Staff Administrator is expected to take independent initiative to ensure accreditation activities are completed in a timely fashion, serve as a centralized project manager when applicable, provide administrative support and coordination to the IACBE Staff, and assist with event planning. It is fundamental that this individual function independently to take actions needed to handle matters to completion with minimum disruption to Staff.

## Qualifications, Skills, and Traits

<b>Required: *</b>	Bachelor's degree 2 years' experience in document and/or policy management 2 years' experience working with a distributed team 3 years working in a higher education environment High level of proficiency with MS Office suite Proficiency in working with databases and virtual meeting platforms Demonstrated project and time management skills Effective communication skills Strong professional writing and editing skills Strong critical thinking skills Keen ability for implementing process improvement Ability to effectively function independently and take initiative with minimal direct supervision
<b>Preferred:</b>	2 years' experience with higher education accreditation Working knowledge of IACBE Principles Strong working knowledge of Access, SharePoint, DropBox, and virtual meeting platforms Bookkeeping experience Desktop publishing skills Prior event planning experience

\* an appropriate combination of experience and education may substitute for any of the required qualifications

## **Position Responsibilities Outline**

*The below outline is not meant to be comprehensive, but to provide interested parties an overview of the types and level of responsibility expected for this role.*

### **Accreditation/Compliance**

- Manage site visits from scheduling to completion
- Monitor accreditation and compliance activities to ensure timely completion of Member and staff activities
- Review and monitor completion of Member applications and program changes
- Process Member interim reports
- Assist with compliance reviews
- Assist with facilitating Board of Commissioner meeting
- Maintain IACBE records ensuring accuracy and consistency across platforms and libraries

### **General and Other Responsibilities**

- Assist with various group communications and distributions to Membership
- Monitor new member application process
- Respond to membership inquiries
- General office management
- Phone coverage during office hours
- Administrative support for Staff
- Manage the IACBE staff shared calendar
- Independently manage IACBE Member communication and reporting platforms (currently IACBE, accreditation & reports email boxes)
- Assist with preparations for Board of Director meetings
- Administrative and operational support for the preparation and implementation of group events and trainings, and the Annual Conference and Assembly Meeting
- Partner with the IACBE staff to implement the Assembly's strategic plan
- Identify areas of opportunity and partner with appropriate staff to implement process improvements
- Perform other duties and roles to support IACBE staff and the Council as requested

To apply, send a cover letter and resume to [iacbe@iacbe.org](mailto:iacbe@iacbe.org), subject line "Staff Administrator". We are looking to fill the position immediately.