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Position Description:  
Administrative Assistant

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International Accreditation Council for Business Education  
11960 Quivira Rd, Suite 300  
Overland Park, KS 66213  
USA

# Position Description

<b>Position:</b>	Administrative Assistant
<b>Employment:</b>	Full-time with flexible Fridays
<b>Annual Salary Hiring Range:</b>	\$42,000 - \$47,000
<b>Payroll Status:</b>	Salaried, Non-Exempt
<b>Location:</b>	Remote
<b>Supervisor:</b>	Chief of Staff
<b>Travel:</b>	Up to 10%

## General Description

As an integral member of the IACBE team, the Administrative Assistant supports IACBE in both operator and project manager capacities while maintaining an emphasis on service to IACBE Members. The Administrative Assistant 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>	Associate's degree Effective communication skills Successful work experience as part of a distributed team High level of proficiency with MS 365 suite Proficiency working with virtual meeting platforms Demonstrated project and time management skills Strong professional writing and editing skills Successful work experience with document and/or policy management Strong critical thinking skills Ability to identify and implement process improvements Ability to effectively function independently and take initiative with minimal direct supervision
<b>Preferred:</b>	Bachelor's degree Eagerness to expand job responsibilities Experience working in a higher education environment Experience supporting accounting functions Working knowledge of higher education accreditation Desktop publishing skills Event planning experience Bilingual

An appropriate combination of experience and education may substitute for any of the qualifications.

## **Position Responsibilities Outline**

*The below outline is not meant to be comprehensive, but to provide interested parties with 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 meetings
- 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)
- 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

### **Application Process**

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