



IACBE

Accreditation Specialist Job Description

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

Position Description

Position:	Accreditation Specialist
Employment	Full-time with flexible Fridays
Payroll Status:	Salaried, Exempt
Location:	Remote
Supervisors:	President and Director of Accreditation
Travel:	Up to 25%

General Description

The Accreditation Specialist will serve as the IACBE Staff liaison to assigned schools: mentoring Members, facilitating site visits, and conducting comprehensive reviews of accreditation and compliance-related submissions. The specialist is responsible for supporting Members for the ongoing quality improvement of their business programs, monitoring member compliance, and professionally representing the IACBE.

Qualifications, Skills, and Traits

Required:*	Master's Degree 3 years' experience in higher education academics, including academic assessment, program development, and learning outcomes analysis Demonstrated experience directly related to the responsibilities outlined 2 years' experience working effectively with a distributed team Strong knowledge of U.S. higher education system Demonstrated ability to identify and implement operational efficiencies High level project management and multi-tasking skills Ability to effectively work independently Proficiency with MS Office suite, SharePoint Excellent communication skills
Preferred:	5 years' experience working in a higher education environment 3 years' experience with higher education accreditation 3 years' compliance and policy management experience Working knowledge of IACBE Principles and policies Working knowledge of non-U.S. higher education systems Terminal/Doctoral degree

*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 with an overview of the types and level of responsibility expected for this role.

- Serve as the accreditation liaison for Member schools as assigned. In general:
 - Serve as the primary contact for questions and requests from assigned schools
 - Serve as a mentor, assisting Members through the various membership, accreditation, and compliance processes
 - Mentor members through resolution of areas of non-compliance
 - Review Member submissions and conduct effective technical reviews
- Support accreditation team with fielding questions, report reviews, etc. as needed
- Serve as the IACBE representative on candidacy, accreditation, mentoring, and other site visits as requested
- Work with accreditation team to develop and conduct various training programs and workshops
- Assist with improvements to manuals, policies, and processes
- Identify opportunities for process improvements, and partner with appropriate staff to implement solutions
- Conduct compliance reviews to ensure Member alignment with the IACBE's accreditation principles, policies, and procedures
- Collect and analyze data, developing reports as needed
- Review and process Member applications, and report submissions

General Responsibilities

- Attend, support, and participate in the IACBE's Annual Conference and Assembly Meeting
- Participate in the IACBE's Regional Conferences as appropriate
- Manage special projects related to accreditation
- Work with the IACBE staff on other assembly matters as needed
- Complete duties and special projects as assigned by the President

Application Process

To apply, send a cover letter and resume to iacbe@iacbe.org, subject line "Accreditation Specialist." We are looking to fill the position immediately.

Applicants must be authorized to work in the USA. No phone calls, please.