



# **IACBE**

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## **Accreditation Specialist Job Description**

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

## Job Description

<b>Position:</b>	Accreditation Specialist (Associate Director)
<b>Employment</b>	Full-time with flexible Fridays
<b>Payroll Status:</b>	Salaried, Exempt
<b>Location:</b>	Remote
<b>Supervisors:</b>	Director of Accreditation
<b>Travel:</b>	Up to 20%
<b>Salary:</b>	\$60,000-\$70,000

### 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 IACBE Members for the ongoing quality improvement of their business programs, monitoring member compliance, and professionally representing the IACBE.

### Qualifications and Skills

<b>Required: *</b>	Master's Degree 3 years' experience in higher education academic assessment at the institutional or programmatic level. This includes, but is not limited to, preparation of assessment documentation, development of assessment processes, and direct engagement in continuous improvement. Demonstrated experience directly related to the responsibilities outlined Success working effectively with a distributed team Extensive knowledge of global higher education Demonstrated ability to identify and implement operational efficiencies High level project management and multi-tasking skills Established ability to effectively work independently in a remote environment Excellent communication skills
<b>Preferred:</b>	Working knowledge of IACBE Principles and policies Compliance and policy management experience

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

### Position Responsibility Outline

- 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 accreditation and compliance processes
  - Review Member accreditation activity applications and submissions
  - Conduct effective technical reviews
- Serve as the IACBE representative on certificate, candidacy, accreditation 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
- Mentor members through resolution of areas of non-compliance
- Collect and analyze data, developing reports as needed
- Manage special projects related to accreditation

#### **General Responsibilities**

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

#### **Application Process**

To apply, send a cover letter and resume to [iacbe@iacbe.org](mailto:iacbe@iacbe.org), subject line "Accreditation Specialist."

Applications submitted by July 14<sup>th</sup> will receive automatic consideration. However, the position will remain open until filled.

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