

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

ACCREDITATION COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 18 - P

**JOB FAMILY: ORGANIZATIONAL PLANNING JOB FUNCTION: INSTITUTIONAL
EFFECTIVENESS AND ADVANCEMENT**

GENERAL STATEMENT OF JOB

This position collaboratively supports institutional and program accreditation efforts, including report development, accreditation software management, and professional development. This position also oversees and supports the College's use of accreditation management systems. The employee in this position designs and facilitates training and provides technical assistance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist in preparation of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reports by monitoring internal College activity and drafting correspondence regarding accreditation activities. Review approved curriculum proposals to determine the need to report substantive changes.

Manage accreditation compliance narrative and evidence document collection, assembly, and publication using discretion and independent judgment in reviewing compliance evidence to help determine currency, relevance, and format.

Plan and facilitate accreditation-related workshops and Substantive Change workshops, seminars, and events for employees and other stakeholders.

Assist with planning and hosting of SACSCOC accreditation visits.

Coordinate the drafting of SACSCOC Substantive Change packages and internal reports with the monitoring of related activities, forms resources and calendared events.

Manage institution-level review and tracking of programmatic accreditations and licensures. Provide training to program managers and updates to administration as requested.

Oversee and manage the College's use of the accreditation management systems, as well as assist the Office of Institutional Effectiveness in deploying the use of the systems, and providing training and technical support.

Demonstrate proactive, collaborative and active engagement with members of the department and other College employees. Assist the department with routine and special department projects, including research, data compilation and report preparation.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution supplemented by two (2) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from an accredited institution supplemented by three (3) years of related experience, strong technical skills, and project management experience. Experience working in higher education with knowledge of accreditation. Excellent public relations skills and strong written and verbal communications skills.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

ACCREDITATION COORDINATOR
Page - 3

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 05/2020