



DISTANCE EDUCATION ACCREDITING COMMISSION

POSITION DESCRIPTION

Title: Accreditation Coordinator

Reports to: Director of Accreditation

Classification: Full-Time Exempt

Summary of Position

The Accreditation Coordinator provides support and organization of key accreditation functions for the DEAC under the Director of Accreditation. The Accreditation Coordinator is primarily responsible for representing DEAC during on-site evaluations that ensure compliance with DEAC accreditation policies, procedures, and standards. Extensive travel is required; approximately 40 percent of the position responsibilities require traveling to institutions for accreditation evaluation visits.

Key Duties and Responsibilities

Accreditation Visits

- Coordinates the logistics of accreditation visits, which include obtaining institution approval of the site team, evaluator completion of the conflict of interest forms, and complete lodging arrangements for evaluators.
- Prepares and distributes material for all parties attending an on-site visit, including the accreditation team, the institution, and the state observer.
- Facilitates on-site visits to ensure that the evaluation of the institution is performed according to appropriate interpretation of DEAC standards, policies, and procedures.

Initial Accreditation and Renewal of Accreditation

- Guides institutions through the initial accreditation and reaccreditation processes.
- Reviews and processes applications for accreditation to assure that applicants are meeting the intent of DEAC eligibility requirements.
- Supports the readiness assessment process for initial applicants by locating an appropriate evaluator and providing the readiness assessment report to the institution.
- Develops curriculum submission deadlines for institutions with the Manager of Institutional Development and Assessment.

International Contracts

- Guides institutions through the process for the review of international contracts.
- Reviews international contracts for compliance with DEAC standards, policies, and procedures.
- Communicates with appropriate international higher education organizations.

Complaints

- Processes all complaints raised against DEAC applicants and accredited institutions.
- Monitors and elevates complaints to Director of Accreditation and Executive Director as appropriate.
- Informs the complainant and the institution of the complaint resolution.

Database System

- Maintains and enters data in the database system for tracking and reporting purposes.
- Updates database email and document templates as appropriate.
- Collaborates with the DEAC accreditation team in improving the functionality of the database system.

Records Administration

- Maintains and organizes institutional submissions of applications, self-evaluation reports, and other institutional records.

Events

- Attends conferences, forums, and congressional briefings to supplement knowledge and understanding of federal and state policies and distance education.

Qualifications

- Three to five years of experience in education or related area; experience with higher education accreditation highly desirable.
- Exceptional professional decorum and interpersonal skills.
- Highly competent in written and oral communication.
- Proficiency in MS Windows, Word, Excel, and PowerPoint.
- Ability to work independently and support a teamwork environment.
- Ability to prioritize, perform multiple tasks, and follow assignments through to completion.
- Excellent organizational abilities and attention to detail.
- Strong analytical skills and the ability to synthesize data and reproduce accurate reports.
- Bachelor's degree required, master's degree preferred.
- Willingness and ability to travel frequently required.

Date Established: January 1, 2012

Updated: December 1, 2016

Updated: June 1, 2019