

Search Announcement

Executive Director

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC STSA), a private not-for-profit accrediting body, seeks a highly qualified individual with exceptional leadership abilities, as well as a strong background in accreditation, education, finance, and non-profit management.

The ARC STSA Executive Director oversees and manages operations, projects and development of the organization, successfully executing its vision and mission. A bachelor's degree is required and an advanced degree is preferred. A minimum of five years management experience is required. Related, progressive management experience is preferred.

The ideal candidate should have a proven record demonstrating superior performance, innovation, motivation and integrity in specialized programmatic accreditation, organizational leadership, fiscal responsibility and inter-organizational collaboration.

The ARC STSA's primary goals are the accreditation of more than 450 surgical technology and surgical assisting educational programs, promoting quality educational standards and successfully marketing its nationally recognized accreditation services offered in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Duties include office management, human resource management, organization of Board meetings, policy and procedure development and financial oversight. This is a resident position in the ARC STSA office located in Littleton, Colorado (south suburban Denver). Regular extended travel is required to represent the organization nationally.

Competitive salary and benefits package offered. Applications should include cover letter addressing position qualifications, resume/CV, contact information for 3 references and minimum salary expectations. Position open until filled. Applications received after November 23, 2015 will be reviewed at the discretion of the Board of Directors. **E-mail completed application materials searchcommittee@arcstsa.org.**

Attn: Kathy Snyder, BS, CST, FAST
ARC STSA Vice President and
Search Committee Chair



ARC/STSA

Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting