

## ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING



### POSITION DESCRIPTION

- A. Position: Accreditation Manager
- B. Status: Full Time, Exempt
- C. Supervisor: Director of Accreditation
- D. Background Requirements:

#### Skills:

- ✦ Strong administrative and organizational skills with attention to detail and quality assurance
- ✦ Critical Thinker, aptitude for problem solving
- ✦ Strong written and verbal communication skills
- ✦ Ability to edit for grammar/punctuation/AP Style
- ✦ Ability and desire to take the initiative and to follow through are essential.
- ✦ Data Management
- ✦ Excellent interpersonal skills and customer service mind-set
- ✦ Resourceful problem solver; interest in learning new skills and conducting research
- ✦ Proficient with common software applications including MS Office Suite and MS Windows
- ✦ Experience with or ability to learn:
  - Word, Excel, PowerPoint, Google docs, Doodle scheduling, survey monkey
  - AMS, and other communication software/platforms as needed

Education: Minimum Associate Degree, Bachelor's Degree preferred.

Relevant Experience: Three years of accreditation and site evaluation experience preferred.

- E. The Accreditation Manager will oversee and coordinate all site visit activities of the ARC/STSA. Perform other miscellaneous duties as requested.

The Accreditation Manager is responsible for efficient and cost-effective administration of daily site visit activities as well as working closely with the executive level staff on the implementation of policies as determined by the Board of Directors. In accordance and consistent with organization policies and procedures, the Accreditation Manager's responsibilities and duties are listed below.

#### Responsibilities/ Duties:

- ✦ Site Visit Management
  - Schedules site evaluations for programs
  - Publishes and continually updates the site evaluation schedule for ARC/STSA staff.
  - Tracks and enters all accreditation review materials; notifies programs of receipt.
  - Recruits and assigns (from current list of approved) site evaluators

- Initiates and completes the site evaluation process for programs that are currently undergoing an initial or continuing application.
- Creates, updates, and maintains program and site evaluation files and materials.
- Updates and maintains site visit information in the ARC/STSA database
- Reviews, approves, and submits site evaluator expenses to accounting.
- Compiles site evaluation expenses and submits them to accounting for the purpose of invoicing.
- Files confidential reports to appropriate files
- Follows-up with site visitors on expense reports and other related documentation
- Provides data summary reports and related information as requested.
- Oversees the site visitor training program including site visitor workshops, on-line training modules and CAAHEP site visitor requirements.
- Maintains and twice annually updates required site visitor records.
- Develops and implements recruitment strategies for site evaluators.
- Maintains continuing education records for site evaluators.
- Oversees site visitor recognition program.
- Completing meeting minutes for all initial accreditation conference calls
  - Formal emails to programs with timeline and recap of conference call; to include invoice, and due date for SS and associated fees.
  - Scheduling on calendar and spreadsheets for tracking
- Refers consultative inquiries to EdAccred staff.
- Addresses all program and institution site visit inquiries.
- Collects and organizes site visitor peer evaluations.

F. Relationships:

- ✦ Communities of Interest: Will have contact with educators, administrators, and site evaluators coordinated site visit activities.
- ✦ Governing Structure: Will assist the Director of Accreditation with all administrative tasks and miscellaneous projects related to implementing site visit policy.
- ✦ Other Organizations: Will have contact with other accrediting review committees, agencies, outside vendors and other groups.
- ✦ Related Organizations: Will have contact with other organization's staff members relating to ARC/STSA site visit activities.

G. Policy Formulation: Will follow all established policies and will assist in development and implementation of innovative administrative policies to improve organizational efficiency for consideration by the executive level staff.

H. Decision Authority: Will make decisions relevant to assigned responsibilities in consultation with the executive level staff.

I. Fiscal Responsibilities: Will work within the assigned project budget as approved by the executive level staff for education and marketing projects.

J. Supervision Required: Must be able to plan and organize projects to meet deadlines with a minimum of supervision and keep the executive level staff and other designated staff apprised of the status of projects. Will receive direction as needed from the executive level staff and submit work for review as appropriate.

K. Maintaining Currency: The Site Visitor Coordinator should demonstrate the willingness and ability to keep up to date with education policy and procedure, communities of interest needs, effective supervisory procedures, and other issues that affect the work of the organization. Initiative in suggesting operational projects and more efficient, cost-effective work methods is expected and

valued in this position.

- L. Other duties as assigned by the executive level staff.
- M. Other Relevant Remarks: The Accreditation Manager should have the willingness to keep up to date with all issues that affect the work of the site visit department. Initiative in suggesting site visit projects, service improvements and more efficient work methods is valued in this position. Ability to provide input and feedback to management team as needed to ensure progress on and successful completion of daily projects and related tasks.
- N. This position is Colorado based; however remote employment will be considered for the selected candidate.