

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: ACCREDITATION SPECIALIST (P/T)
(Part-time – Not to exceed 25 hours per week.)

PAY GRADE: P-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for carrying out major portions of the college's accreditation efforts. Works with the Director of Accreditation and Institutional Effectiveness to execute the process for accreditation for the college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree or equivalent required. Bachelor's degree preferred.
2. Years of experience in the field: Two years' responsible full-time office experience with a non-profit or governmental agency is required. Accreditation experience at a higher education institution is preferred.
3. Special knowledge related to the position: Knowledge of office practices and procedures. Knowledge of computer usage. Knowledge of higher education principles of accreditation and college grant writing is preferred.
4. Special skills related to the position: Positive human relations skills. Ability to conduct online research. Ability to write narratives for accreditation compliance standards with evidence. Ability to make decisions following college rules, regulations, and policies. Ability to understand applicable legislation, rules, and regulations. Ability to assimilate information and oversee a project, working within very tight timelines. Ability to present ideas clearly in written and oral form.

ESSENTIAL JOB FUNCTIONS:

1. Work with the Director of Accreditation and Institutional Effectiveness to ensure timely implementation of the process for accreditation.
2. Review and stay abreast of accreditation requirements from information supplied by accreditation bodies.
3. Serve as a resource person during the decennial accreditation review process and help prepare for reaffirmation and other accrediting visits.
4. Assist college administrators and staff with meeting the timeline for writing and including supporting documents and evidence for compliance standards.
5. Edit content to ensure a consistent voice and inclusion of content in appropriate sections.
6. Coordinate with Institutional Research and Effectiveness for data needed for accreditation documents.
7. Work with various college personnel to ascertain the status of projects and required reports or other documents or information and maintain tracking reports.
8. Facilitate and/or support meetings of various college personnel regarding accreditation.
9. May be required to work a flexible schedule – late afternoons or evenings, or on weekends.
10. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS

SUPERVISOR OF POSITION: DIRECTOR OF ACCREDITATION AND INSTITUTIONAL EFFECTIVENESS