

JOB DESCRIPTION

POSITION: Accreditation Associate

REPORTS TO: Director of Accreditation Operations

CATEGORY: Regular, Full-time Exempt

CAEP is the nation's accrediting body for educator preparation providers. CAEP promotes excellence in educator preparation through outcome focused, and evidence-based, data-driven accreditation focused on improving student learning. We provide a framework for continuous improvement to ensure educator preparation providers (EPPs) prepare educators to teach diverse learners throughout the P-12 system. CAEP organizational values focus on: leadership, teamwork, initiative and creativity, strategic planning, shared responsibility and accountability, and service orientation to accreditation.

CAEP is seeking a highly motivated professional to support the work of the accreditation team. The Accreditation Assistant works in supporting the day-to-day operations of CAEP accreditation processes. Reporting to the Director of Accreditation Operations (DAO), the Accreditation Associate (AA) will work collaboratively with other members of the Accreditation Team to ensure the quality and integrity of the accreditation process.

Essential responsibilities and duties include but are not limited to:

Accreditation Information Management System (AIMS) 2.0 Transition

The AA will support transition by

- Supporting DAO to facilitate AIMS 2.0 transition
- Assisting in verifying accuracy of data and data transition process
- Supporting testing of AIMS 2.0 system for Accreditation Team needs
- Serving as primary manager of data accuracy in AIMS 2.0 – updating information and coordinating with stakeholders as necessary
- Assisting in creating and documenting end user technical guide
- Support Drop in meetings with EPPs

Accreditation Team Support and Operational Workflow

The AA will support the accreditation process by

- Overseeing third party comment logistics
- Serve as a case manager to advise EPPs on accreditation processes
- Overseeing on-call notifications
- Managing the tracking of report timelines and ensuring timely submission of accreditation documents by EPPs and by CAEP volunteers
- Working closely with other accreditation staff and other departments to support the accreditation process and provide high quality client customer service
- Managing timely and accurate opening of shells for EPP reporting.
- Managing Accreditation and other generic email inboxes to facilitate high quality customer service to CAEP stakeholders

- Assisting Accreditation Team in sending formal communications to CAEP stakeholders
- Assisting Accreditation Team in compiling data sets and other general tasks as needed

Qualifications & Requirements

- BA/BS in Education or related field required
- A strong track record of electronic document management
- Strong attention to detail and organizational skills
- Ability to prioritize, work under pressure, and meet deadlines
- Ability to work independently as well as in a team-oriented environment
- P-12, higher education, or accrediting agency experience is preferred
- Masters or Doctoral, preferred

Technical Skills

An ideal candidate for the position should have

- Proficiency in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficiency at using Zoom (or other webinar tool), Outlook, Doodle polls for scheduling, and other Intranet/Internet tools.

Work Environment

The position can be performed remotely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may be required to work evenings or weekends for special program events. The work environment is fast paced. Occasional weekend work and travel may be required. Salary range: 64K-78K

Please use this link to submit an application: <https://forms.gle/Ta8AXKJEMJdvmsnV6>