

Job Title: Accreditation Coordinator	Reports To: Deputy Director	Date Modified: 10/11/2018
	Supervisory Responsibility: N/A	Classification: Exempt

<p>Position Summary</p>	<p>The Council on Education for Public Health (CEPH), the accrediting agency for schools and programs in public health that offer degrees at the undergraduate, master’s and doctoral levels seeks an Accreditation Coordinator. The position offers the opportunity to collaborate with talented people who are passionate about quality in public health and higher education.</p> <p>CEPH is committed to building a culturally diverse staff and strongly encourages applications from minority candidates. CEPH is an Equal Opportunity Employer.</p> <p>The position is located in Silver Spring, MD, which is on the northern border of Washington, DC. Silver Spring is serviced by the Metrorail Red Line, Metrobus and numerous other transit options.</p>
<p>Compensation Package</p>	<p>Total compensation package between \$66,000 and \$70,000 includes the following:</p> <ul style="list-style-type: none"> * salary of \$51,000 to \$54,000, commensurate with education and experience * additional 10% of base salary deposited in 403(b) retirement account with no employee contribution or match required (begins after 6 months of employment) * 100% employer-paid premium for individual platinum health insurance plan, 70% paid premium for eligible family members * dental insurance (full premium employer-paid) * vision insurance (full premium employer-paid) * group life insurance at \$50,000 (full premium employer-paid) * long and short-term disability insurance (full premium employer-paid) * Metro Smart Benefits up to \$150 per month, depending on actual travel costs * up to \$1500 annually to reimburse eligible professional development expenses (available after 6 months employment) * optional employee-funded tax-deferred salary contribution to retirement account
<p>To Apply</p>	<p>All candidates MUST visit https://counciloneducationforpublichealth.bamboohr.com/jobs</p> <p>Follow instructions on website. Incomplete applications will not be reviewed.</p> <p><i>No phone calls, please.</i></p>
<p>Essential Duties & Responsibilities (Duties that occupy a major portion of time and importance in the job)</p>	<ul style="list-style-type: none"> * Manages the accreditation review process, including logistics, for assigned schools and programs * Coordinates accreditation on-site visits at universities located throughout the United States. * Travels (by air, rail and auto) to locations throughout the United States for 2-4 days at a time (approximately 15-20 days/nights away from main worksite per year). Travel dates are defined at least 4 months in advance, whenever possible. * Writes, edits and proofreads site visit team reports and other documents from 1-50 pages, with attention to style, grammar/syntax, and required content. * Responds by email, by phone and in person to stakeholder inquiries. * Reviews and analyzes documents and applies accreditation criteria and procedures. * Manages multiple priorities to complete highly detailed tasks on deadline with minimal supervision. * Assists with developing training materials and conducting training sessions * Assists Executive Director and Deputy Director with special projects, board meeting materials, etc., as requested.

Job Specifications	
<i>Education</i>	<ul style="list-style-type: none"> * MPH from a CEPH-accredited school or program required * <i>Candidates with a baccalaureate degree in a writing-intensive major, such as English or journalism are particularly encouraged to apply</i>
<i>Experience & Interest</i>	<ul style="list-style-type: none"> * Two years full- or part-time work experience, strongly preferred (does not need to be public health or higher education related) * Interest in higher education policy and issues
<i>Physical and Mental Demands</i>	<ul style="list-style-type: none"> * Must be able to remain in a stationary position for up to two hours at a time. * Must be able to traverse multiple locations across a university campus in a single day. * Constantly operates a computer and other office machinery, such as a computer printer and copy machine. * Constantly reads, comprehends and analyzes technical documents of up to 200 pages. * Constantly communicates with stakeholders who contact the office with phone and email inquiries. Must be able to exchange accurate information in these situations. * Frequently communicates with stakeholders during face-to-face interactions, including interviews, meetings, and training sessions. Must be able to exchange accurate information in these situations, including responding to questions and tailoring information in real time to meet audience needs.
<i>Working Conditions</i>	<ul style="list-style-type: none"> * Indoor work * Frequent travel by air, rail and auto * Night and weekend work required when traveling
Required Skills & Criteria for Success	
<i>Communication/Writing Skills</i>	<ul style="list-style-type: none"> * Excellent interpersonal skills, including the following: <ul style="list-style-type: none"> ➤ team leadership and teamwork with internal and external parties ➤ political savvy * Comfort and skill with public speaking * Expresses ideas and information in a manner that is complete, clear, concise, organized and appropriate to audience * Prepares accurate correspondence with attention to detail (eg, free of errors, customized to the person/situation, catches errors or anomalies generated by database) * Delivers clear written and oral feedback on preliminary self-studies in a manner that is professional, direct and understandable to constituents * Tailors communications with constituents in a manner that is sensitive to their professional and personal perspectives * Prepares written accreditation reports that show attention to substantive and formal (eg, editing, formatting) issues * Effectively delivers oral presentations during official CEPH events, with attention to both content and delivery style * Excellent writing skills and interest in professional writing/editing
<i>Reliability</i>	<ul style="list-style-type: none"> * Arranges schedule (including remote work, planned vacations, etc.) to ensure seamless conduct of all job responsibilities * Completes responsibilities with minimal direct supervision, follows through to completion and meets deadlines * Demonstrates effective planning and organizing; plans ahead, effectively organizes work and practices effective priority and time management * Delivers work that is accurate and of consistently high quality
<i>Job Knowledge</i>	<ul style="list-style-type: none"> * Demonstrates a thorough understanding of CEPH criteria and procedures * Accurately explains the accreditation process from the inquiry phase through the final decision to various stakeholders, including faculty, administrators & volunteers. * Applies and interprets accreditation criteria and procedures in novel situations * Analyzes preliminary self-study documents, thoroughly and accurately identifying all issues with completion and compliance

	<ul style="list-style-type: none"> * Integrates evidence from final self-study documents with evidence gathered on-site to assist team members in making sound conclusions consistent with criteria
<i>Initiative/Adaptability</i>	<ul style="list-style-type: none"> * Generates ideas and initiates action to seek information to solve problems or follow through with a task; self-starter * Displays flexibility and cooperation * Deals effectively with change and ambiguous situations * Demonstrates “can do” attitude and willingness to learn new duties and skills * Proactive in understanding the changes in our environment * Ability to manage multiple tasks, projects and details simultaneously * Excellent analytical skills and comfort with decision making
<i>Stakeholder Focus</i>	<ul style="list-style-type: none"> * Responds to volunteers and program/school representatives and other constituents in a timely and accurate fashion * Competently manages logistics leading up to the site visit, including agendas, site visitor travel inquiries, program/school inquiries, etc. * Supports CEPH board meetings in-person in an appropriate manner, demonstrating awareness of the roles of staff vis a vis the Board [if applicable] * Represents CEPH at professional meetings, with attention to context and role [if applicable]
<i>Interpersonal, Teamwork & Relationship Skills</i>	<ul style="list-style-type: none"> * Listens to others; is open-minded to and evaluates suggestions from others * Develops and fosters professional relationships with co-workers * Develops and fosters professional relationships with volunteers and school/program representatives * Values diverse work-styles, approaches and thoughts; treats others with respect and fairness * Supports team members in a competent and professional manner during site visits * Consistently represents CEPH’s culture and values when interacting with constituents * Supports the organization’s mission by contributing, as requested, to longer-term, multi-step or special projects * Supports other staff members as required, even when duties fall outside of typical job responsibilities