

DIRECTOR OF SUBSTANTIVE CHANGE

SUMMARY

Under the general supervision of the Vice President, the Director of Substantive Change administers and provides leadership for the Commission's substantive change process. The Director coordinates all substantive change activities including providing direct support to the substantive change committee, scheduling substantive change reviews and site visits, and processing and maintaining substantive change records and correspondence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the liaison between the Commission and its member institutions on the substantive change process
- Conducts evaluations of institutional submissions to ensure completeness and adherence to policy expectations
- Staffs and schedules substantive change site visits
- Schedules and supports substantive change committee meetings, including organizing and distributing all meeting materials
- Processes substantive change correspondence between the Commission and its member institutions
- Assists with the development of training programs and resource manuals
- Delivers presentations to member institutions and other affiliated groups
- Provides editorial assistance on substantive change reviews and external evaluation team reports
- Works with appropriate staff in achieving the work of preparing and disseminating commission meeting materials
- Prepares reports to member institutions, federal agencies, and members of the public
- Attends conferences on accreditation, substantive change, and higher education quality
- Other duties as assigned
- Represents the agency's values and spirit in all interactions with personnel from member institutions and members of the public

QUALIFICATIONS

Education

An earned master's degree from a U.S. accredited institution with related experience in a management position; or an earned bachelor's degree from a U.S. accredited institution with experience in programmatic or institutional accreditation or successful faculty or administrative experience in a community or junior college.

Knowledge and Skills

Familiarity with institutional or programmatic accreditation in American higher education; familiarity with the mission of community/junior colleges; demonstrated organizational and management skills; demonstrated skills working with people; competence in using Microsoft Office and other information technologies to create, store, and present information; ability to speak and write effectively; ability to work as part of a team; willingness to travel.

Abilities

This position requires the ability to independently perform all duties of the position with efficiency and effectiveness, including the capacity to analyze technical and complex information and documents and make assessments according to policies, procedures, and mandated regulations. It requires the ability to impart technical and detailed information through one-on-one or group presentations. As such, the position requires strong written and oral communication skills and the ability to maintain effective relationships with personnel at member institutions, federal agencies, and community groups. The position requires strong project management and organizational skills, including the ability to perform assignments on varying work schedules. Additionally, the position requires the ability to perform data entry and database management duties and other general record keeping and file maintenance duties.

Working Conditions

Work is performed indoors where minimal safety considerations exist. Travel within and outside California is required. Some weekend and/or evening work is required.

Application Process

Please submit a statement of interest and qualifications. Include a résumé that addresses work experience and academic qualifications. Provide contact information for four references; they will not be contacted without the applicant's permission later in the process. Applications will be received until July 14, 2017. Send application materials as email attachments to rwinn@accjc.org.