

JOB INFORMATION

Effective Date	5/17/2022
Job Code:	3550
Job Title:	Accreditation Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	Coordinates university-wide compliance with SACSCOC substantive change and accreditation. Supports execution of the Quality Enhancement Plan. Collects, manages, and archives documents to support accreditation compliance specific to regional, state, and federal government requirements. Supports work of Associate Vice President for Academic Affairs.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Psychology, Business, or Humanities.	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in a business related field.	Required	
Considerable	At least five years of experience in accreditation and higher education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of state and federal accreditation and reporting requirements.	Basic
• Knowledge of project management.	Skilled
• Knowledge of higher education practices.	Basic
• Skills in MS Office, Word, Excel and PowerPoint, and PeopleSoft.	Proficient
• Skills in electronic compliance data collection and analysis.	Basic
• Skills in writing, editing, using the computer, and effective communication skills.	Skilled
• Ability to be professional, self-disciplined, self-guided with conflict resolution skills.	Proficient
• Ability to synthesize data and report accurate information.	Skilled
• Ability to work with confidential material in a collegial manner.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Coordinates collection, management, and archival of documents to support regional, state accreditation compliance including program development. Coordinates annual collection of SACSCOC and THECB accreditation-related documents; archives all documentation; maintains files and eliminates redundancy; highlights document excerpts relevant to compliance requirements; supports maintenance of compliance narratives including assistant editing support.	25%
• Coordinates university compliance with SACSCOC substantive change policy Including but not limited to: monitoring internal reports to track potential substantive changes; drafting substantive change letters of notification: coordinating development of prospects and reports.	20%
• Supports the execution of the Quality Enhancement Plan (QEP} Including but not limited to scheduling meetings, managing sessions and attendance, and collecting and organizing data and reports.	20%
• Reviews catalog, maintains academic affairs calendar, processes students' concerns, maintains faculty and adjunct handbook, tracks articulation agreements, assists with faculty awards, tracking policies and programs.	20%
• Coordinates college-wide use of faculty credentialing. This includes providing training for and supporting leader use of the credentialing; maintaining training documents and user manuals; providing first-level technical support to end users; contributing to continuous improvement of the faculty credentialing; reviewing credentials to ensure alignment with SACSCOC requirement and institutional data standards.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	