

# Postsecondary Commission

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## Postsecondary Commission Job Description: Manager of Accreditation

### Position Overview

The Manager of Accreditation for the Postsecondary Commission (PSC) will support all aspects of PSC's process and application to become a new college accreditor. This role will serve as the primary project and process manager of the effort, including overseeing all document organization. The path to becoming a federally-recognized college accreditor involves creation of standards and protocols, recruiting and partnering with several colleges to practice those protocols, and working closely with staff at the US Department of Education (ED) and the politically-appointed NACIQI board to develop and seek feedback on The Postsecondary Commission's application as an accreditor.

Most important to this role will be fastidious attention to detail and organization. This person will be expected to deeply understand all aspects of what is a very complex process.

This position will report to the Vice President of Accreditation.

### Organizational Overview

The Postsecondary Commission is a nonprofit organization working to become a new college accreditor. We want to be the accreditor for colleges – both new and current ones – that create economic mobility for students, are transparent with their outcomes, and are willing to be held accountable for their results. We have five core principles that guide our work - we will only accredit nonprofit colleges; we will measure and report colleges' economic mobility outcomes; we will protect students and taxpayers through transparency of and accountability for outcomes; we will seek out and welcome innovation in our colleges; and we will be structured and operate free from conflicts of interest. The federal recognition process is long and in 2023, as part of that process, we will develop, seek public input on, and release our standards, protocols, and procedures for accreditation. We will also begin to work with partner colleges to implement and refine our proposed approach to accreditation. This is the work that will define the Postsecondary Commission as a new college accreditor and this is the work that every role will help support.

### Responsibilities

- **Project and Process Management** - The Manager of Accreditation will help create, maintain, and continuously update a detailed, multi-year project plan that lays out the timing and nature of all tasks that pertain directly to the Postsecondary Commission's application as an accreditor. This project plan will incorporate all aspects of protocol generation (standards, procedures and policies), trial accreditation with partner colleges, and outreach and filings to the ED and NACIQI. This is by far the largest component of this role, though smaller sub-projects will also emerge over time and be managed by this position.
- **Process Tracking** - Related to the project and process management, there will be a chunk of work to document the procedures that are being followed for accreditation. We will need systems and processes established to track our accreditation work with colleges, including helping assemble and oversee the training of site visit teams.

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- **Document Maintenance and Organization** - This role will ensure that the PSC has an appropriate document management system both for the initial petition submission to the ED and, separately, for ongoing accreditation work (one of the SAAS accreditation management systems).
- **Data Organization** - Working closely with the Manager of Research and Data, the Manager of Accreditation will ensure that the required data from colleges is collected, stored, and accessible.
- **Team Coordination** - Much of this position's work will involve coordinating amongst other staff, board members, and consultants. It will be critical to be a super professional communicator, experienced with scheduling, and adept at working with a variety of stakeholders.
- **Subject Matter Expertise** - To effectively document and project manager the Postsecondary Commission's approval process as an accreditor, the Manager of Accreditation will need to become an expert in all matters pertaining to new and practicing accreditors. This will include studying and benchmarking the practices and policies of other accreditors and their past experiences in applying for and maintaining ED recognition, including ED feedback. This will also require becoming facile with all related ED regulations.

## Qualifications

- **Prior Work Experience and Knowledge.** We would like someone who has 3+ years of project management work experience (PM degree not required). Someone with experience in government or a highly regulated environment and/or in higher education is preferred.
- **Project Management.** The Postsecondary Commission's approval process as an accreditor over the next several years is, at its core, a complex project management task. We need a skilled, dogged, and detail-oriented project manager. This also includes having experience with a variety of project management tools.
- **Perfectionism and Attention to Detail.** We need someone who has incredibly high work standards and a nearly obsessive attention to detail. The Postsecondary Commission's process for approval as an accreditor will be highly sensitive to missteps, and there is no room to make mistakes, even small ones.
- **Communications & Relationship Management.** We are looking for someone who is a careful, effective, and intuitive relationship builder and manager. This position will have the opportunity and need to coordinate with many stakeholders and understanding that will be critical. Great written and verbal communication skills are essential.
- **Domain Knowledge.** We need someone who is willing to quickly study and become an expert in higher education and in accreditation. Demonstration of the ability to learn quickly and of proven curiosity are desired.
- **Collaborative.** We are a small team. We need someone who works well with others, takes an interest in them, and builds them up.

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- **Entrepreneurial.** The Postsecondary Commission is a startup. Things change constantly. We need someone who likes that sort of work environment. We need someone who is flexible, who processes new data and developments well, and who pivots quickly.
- **Humble and Kind, Open to Feedback, and Fun.** Yes, humble and kind, open to feedback, and fun. This is some of what we value.

## Timeline and Compensation

The Postsecondary Commission is a virtual organization, and this position can be located anywhere in the United States. The position is open until filled and is full time.

Compensation is based on knowledge, skills and experience with the expected range being \$70,000-\$95,000.

Interested candidates can apply by **sending a resume and short note of interest to [jobs@postsecondarycommission.org](mailto:jobs@postsecondarycommission.org)**. This posting will be open until filled.