

# Postsecondary Commission

---

## Postsecondary Commission Job Description: Manager of Operations

### Position Overview

The Postsecondary Commission's Manager of Operations will be responsible for the following areas:

- **Administration** - Provide leadership and support on a variety of operational functions, including board and funder support (including scheduling), technology management, general project management, event support, and other operational needs
- **Human Resources** - Manage the payroll provider, benefits administration, team gatherings, and other HR functions

This position is a full-time, exempt and virtual position that reports to the organization's Vice President of Operations and External Affairs, Carol Rava.

### 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.

### Position Responsibilities

#### *Operations*

- Manage selection and administration of vendors and technology for payroll, benefits, accounting, credit card, IT support, etc.
- Support team in managing logistics for board meetings and staff retreats.
- Serve as lead project manager on different projects, including events (in-person and virtual).
- Provide general organizational support as needed across areas.

#### *Human Resources*

- Oversee payroll, payroll liabilities, and benefits including PTO and retirement plans.
- Ensure the Postsecondary Commission's human resources and administration functions can support the growing organization, to include enhancing professional development, performance evaluation, and training.
- Establish and manage a comprehensive onboarding program to ensure employees understand organization's policies and procedures. Ensure employee training manuals and completion of training is tracked and recorded as required by the Department of Education.
- Oversee and update as needed all staff and board policies and procedures (conflicts of interest, whistleblower, documentation retention, etc).

# Postsecondary Commission

---

- Develop and support opportunities for staff to demonstrate and be recognized for their embodiment of organization's values.

## Qualifications

- **Work Experience.** Minimum of a BA with 3-5 years of overall professional experience; ideally including some general administrative or operations management experience (human resources experience preferred).
- **Tech Savvy.** Adept with different software and a quick learner. Experience selecting and overseeing software installations and managing relationships with software vendors - or understanding of how to manage such a process.
- **Project Manager.** Keen analytic, organization and problem solving skills and the ability to manage multiple projects
- **Communicator.** Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- **Collaborative.** We are a small team. We need someone who works well with others, takes an interest in them, and builds them up.
- **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, Open to Feedback, and Fun.** Yes, humble, open to feedback, and fun. We value that.

## Timeline & Compensation

The position can be located anywhere, and will be full-time. Compensation for this role is between \$70,000-\$95,000 depending on experience and qualifications.

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.