

Postsecondary Commission Job Description: Program Manager

Organizational Overview

The Postsecondary Commission (PSC) is a non-profit organization that aspires to be a federally recognized accreditor of institutions of higher education that produce high rates of economic mobility for their students. PSC will accredit new and existing institutions that - in their practices and results - exhibit these four characteristics: they produce strong economic mobility gains for their students; they agree to be held accountable for student outcomes; they are transparent about their results; and they pursue innovative designs in search of improvements to their student outcomes. The process to become an accreditor is tightly regulated by the US Department of Education and takes a number of years.

Position Overview

The Program Manager for the Postsecondary Commission (PSC) will support all aspects of PSC's process and application to become a new college accreditor. The path to becoming a federally-recognized college accreditor involves the 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. This role will serve as the primary process and project manager of the entire effort. The Program Manager will be expected to deeply understand all aspects of what is a very complex process. The successful candidate will have excellent organizational skills and a fastidious attention to detail.

This position will report to the Vice President of Accreditation.

Responsibilities include but are not limited to:

- **Process Creation and Management** - At its core the job will require you to create and manage processes including but not limited to documenting all of the accreditation procedures. We will need the Program Manager to establish systems and processes to track our accreditation work with colleges.
- **Project Management** - The Program Manager 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), practice accreditation with partner colleges, and outreach and filings to the ED and NACIQI.
- **Partner Management** - The Program Manager will be responsible for owning key relationships with staff at partner organizations. The Program Manager will be responsible for building relationships, collecting information and data and scheduling all meetings with key partner organizations.

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- **Data Management and Analysis** - Working closely with the Manager of Research and Data, the Program Manager will ensure that the required data from colleges is collected, stored, and accessible. The Program Manager will also be responsible for conducting data analysis.
- **Knowledge Management**
 - 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.
 - To effectively document and project manage the Postsecondary Commission's approval process as an accreditor, the Program Manager 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.
- **Team Coordination** - Much of this position's work will involve coordinating amongst other staff, board members, college staff and consultants.

Qualifications

- **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 and detail-oriented project manager. This also includes having experience with a variety of project management tools.
- **Strong Attention to Detail.** We need someone who has incredibly high work standards, can drive work forward and is incredibly detail oriented. 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. Strong communication and relationship building skills are critical to success. This position will have the opportunity and need to coordinate and work with many stakeholders. Excellent written and verbal communication skills are essential.
- **Constant Learner.** We need someone who is willing to quickly study and become an expert in higher education and in accreditation. Demonstration of curiosity and the ability to learn quickly 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 is comfortable with ambiguity, is flexible, who processes new data and developments well, and who pivots quickly.
- **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 full-time position can be located anywhere in the United States.

Compensation is based on knowledge, skills and experience with an expected range of \$70,000-\$110,000.

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