

PSC Program Manager

Organizational Overview

The goal of the Postsecondary Commission (“PSC”) is to enable a movement in US higher education of innovative institutions – both new ones and existing ones – that produce strong and measurable economic outcomes for students and that are willing to be held accountable for their results and for acting with transparency.

In support of this goal, PSC pursues multiple strands of work.

PSC’s first work strand is to seek recognition from the US Department of Education (“ED”) as a new institutional accreditor. The path to becoming a federally-recognized college accreditor involves creating an accreditation model comprised of standards and extensive protocols, recruiting and partnering with several institutions to pilot that model, and working closely with staff at the US Department of Education (ED) to seek feedback on and process a successful application as a new accreditor.

Institutions of higher education accredited by PSC:

- Will create strong and measurable economic outcomes for their students. Notably, PSC will measure accurately the wage gains (or “value-added earnings”) that students experience from enrolling in an institution, and PSC will hold institutions accountable for whether these wage gains compensate students for their net costs of attendance.
- Will agree, in exchange for access to public funding, to being held accountable by PSC for economic outcomes and for acting with transparency.

Once recognized by ED, PSC will serve as an appealing accreditor to existing institutions that want to be recognized and held accountable for their strong economic outcomes. PSC will also offer a timely and carefully regulated pathway to accreditation for startup colleges that can be a force for innovation and new design thinking in the sector.

PSC’s second work strand is an evaluation service. In this work, which is an outgrowth of the value-added earnings protocol and expertise that PSC is developing as an accreditor, PSC partners with state policy leaders to conduct highly empirical state-wide studies of earnings outcomes in institutions of higher education. PSC’s evaluation work supports PSC’s drive towards a movement in US higher education of institutions that produce strong and measurable economic outcomes for students. It demonstrates that a wide variety of institutions and programs, if managed properly, can produce strong economic outcomes for all types of students and that those economic outcomes can be measured fairly and accurately at the institutional and program level in states with advanced data systems.

PSC’s final work strand over the coming years is field-building work to frame and mobilize a movement of new colleges and universities. This work will include researching and publishing on topics related to the movement, holding convenings of key stakeholder groups and organizing panels at existing conferences.

Position Overview

PSC seeks to hire 1-2 Program Managers in 2025. The ideal candidate is flexible and attracted to the pace, challenge and variability of work in a startup. The Program Manager(s) may be assigned to support various aspects of PSC's work at different times. This might include any one or combination of the following work streams:

- **Accreditation Model Creation:** This is work to design, document and refine PSC's accreditation standards, policies and procedures.
- **Accreditation Field Work:** This is work to create and refine institution-facing accreditation materials and to work in partnership with institutions seeking accreditation from PSC.
- **Petition Development:** This is work to document PSC's field work and to build an evidence-based application for recognition by ED.
- **Evaluation service:** This is work to design and manage our state level studies and to disseminate their findings for maximum impact on practice and policy.
- **Field Building:** This is work to convene various stakeholder groups and publish materials in order to frame and mobilize a movement of innovative new institutions that produce strong economic outcomes for students.

Reporting/Management Structure

This role is a unique opportunity to be managed and mentored by different members of the leadership team of PSC for various lengths of time, depending on the work stream assignment.

Responsibilities Include (but are not limited to):

- **Written Communication** - At its core, this job will require the Program Manager to be an excellent writer. The Program Manager will be expected to collaborate with members of the leadership team to draft various types of written communication, including presentations for partners (both institutions and states), accreditation policies and procedures, templates of all accreditation materials, written documentation of accreditation processes, narratives to be included in PSC's formal petition to ED, blog posts, research papers and press releases.
- **Research and Benchmarking** - The Program Manager will need to become an expert in all matters pertaining to accreditation and accreditation agencies. This will include researching and benchmarking current federal requirements as well as the practices of other accreditors in order to draft policy and procedure recommendations for PSC.
- **Process and Project Management** - The Program Manager will create and manage processes and projects related to a variety of work streams at PSC, including but not limited to PSC's work to write and file its petition for recognition, to document its accreditation model, to conduct and disseminate findings from state-wide evaluations, and to convene stakeholders and conduct communications work relevant to building a movement of new colleges and universities.
- **Partner Management** - The Program Manager will support PSC's leadership team in building and sustaining relationships with partners relevant to PSC's varied streams of work.

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Qualifications:

- **Communications.** We are looking for someone who has excellent written communication skills and loves to write. Successful candidates will be careful and effective writers who can create written materials of varying lengths for a wide range of audiences.
- **Strong Attention to Detail.** We need someone who has incredibly high work standards, can drive work forward and is extremely detail-oriented. The Postsecondary Commission's process for approval as an accreditor will be highly sensitive to missteps. There is no room for error.
- **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.
- **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 required.
- **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 is excited about the pace and variability inherent in a small startup, is flexible, processes new data and developments well, pivots quickly and multi-tasks easily.
- **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-\$125,000.

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