



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: ACCREDITATION/PROGRAM REVIEW SPECIALIST

JOB #13/15

Full-time position (classified as Administrative Analyst/Specialist, Exempt I) available on or after November 1, 2013, in Accreditation/Academic Affairs.

ESSENTIAL DUTIES: Under the general direction of the Associate Vice President of Academic Planning & Analysis/Accreditation Liaison Officer, this position will independently provide support in the areas of regional and specialized accreditation and campus academic program review. Key areas of responsibility include special projects, new program development, academic regional partnerships, budget, and state and federal regulations as they affect accreditation or program review. Duties include, but are not limited to:

- Perform all administrative duties associated with the Western Association of Schools and Colleges (WASC) accreditation on behalf of the Associate Vice President and the Accreditation Liaison Officer (AVP/ALO). Stay up-to-date with WASC standards, processes, and regulations; draft updates of recommended policy changes that affect the university's reaccreditation; serve as a resource for information about WASC standards, processes and requirements.
- Maintain updated knowledge about campus and system academic/educational policy and monitor implementation of policies to ensure compliance with accreditation standards. Create, implement, and monitor all processes and timelines related to the reaccreditation process.
- Prepare campus correspondence in accordance with WASC guidelines; attend campus WASC committee meetings; prepare agendas, minutes, and follow through on required actions; ensure document preparation and other supporting materials meet WASC standards and timelines; edit, draft, and finalize self-study documents; organize all materials related to the required documents and exhibits for the self-study.
- During site visit years, arrange travel and hotel accommodations for visitation team; serve the site visitation team chair as necessary during the site visit and with complete confidentiality; organize a system of volunteers and assistants during the site visit to assist with schedule logistics. Assist program faculty and staff during specialized accreditation site visits with schedule planning and logistical support.
- Prepare annual report to WASC; work with campus offices to secure information and ensure accuracy and approval; maintain effective communication with WASC staff.
- Develop and track an overall master calendar schedule of specialized accredited program due dates for self-studies, site-visits, interim reports, and additional implementation follow-up activities. Design and monitor the 7-year academic program review cycle for all academic programs within the colleges.
- Review and suggest edits to program self-studies for content and clarity as they align to the accrediting agency's standards.
- Design layout and maintain web site for campus reaccreditation efforts. Maintain an accurate and up-to-date inventory of specialized accredited programs for campus documents and websites, the Office of the Chancellor, and external sources. Develop, maintain, and provide access to an electronic shared drive for program faculty and college deans to store, work, and archive their academic program review; work with Institutional Research for securing data sets for program faculty to conduct their self-studies.
- Recommend to the AVP/ALO budgetary requests made by specialized accredited programs. Work with the Office of Assessment and Quality Assurance to coordinate expenses for external consultants as part of the academic program review expectations. Prepare annual budget requests, mid-year, and end-year reports; administer budget; monitor resources related to university-wide and specialized accreditation.
- Coordinate with University Extended Education to ensure self-support programs are in compliance with accreditation standards; edit and proof articulated agreements and MOU's prior to review and approval by AVP/ALO. Work with the Office of Assessment and Quality Assurance with annual reports as part of the overall program review cycle.
- Serve as a resource among the AVP/ALO, the college dean, the department chair and faculty in program proposals to be submitted for Substantive Change approval to WASC. Maintain AVP/ALO's calendar; schedule meetings; prepare meeting materials; organize and ensure follow-up actions, and perform other duties or projects as assigned.

QUALIFICATIONS:

- Bachelor's degree and/or equivalent training that provides general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. Masters' degree, preferred.
- Administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. Increasing levels of responsibility to achieve outcomes with non-negotiable timelines; increasing levels of experience and independence in project management; ability to organize and shepherd complex university-wide projects with multiple constituencies; and success in writing for an external audience.
- Research experience (publications and/or research support), highly preferred. Skill in handling multiple priorities with quick turnaround timelines, preferred.
- Experience with accreditation and/or seeking support from other external agencies; design of publications; educational and academic program policy development, highly preferred.
- Demonstrated political sensitivity, absolute confidentiality, high work ethic, exceptional interpersonal skills, trustworthiness and reliability, highly preferred.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SPECIALIZED SKILLS AND ABILITIES:

- Knowledge of and ability to apply fundamental concepts. Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development, and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations. Expertise in investigating and analyzing problems with broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment. Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form. Ability to compile, write, and present reports related to program or administrative specialty. Ability to train others on new skills and procedures and provide lead work direction.

SALARY RANGE: \$3,845 to \$5,770 per month plus excellent paid benefits. *Position will normally be hired at, or near, the entry salary.*

APPLICATIONS DEADLINE: OCTOBER 23, 2013

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7 and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resumé, and a cover letter to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please call Dr. Marjorie Jaasma at (209) 667-3023

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT www.csustan.edu/UPD/pages/Campus_CrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.