CALIFORNIA STATE UNIVERSITY, STANISLAUS

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

EMPLOYMENT OPPORTUNITY

POSITION: ACCREDITATION SPECIALIST **JOB#15/59**

(Classified as: Administrative Analyst/Specialist- Exempt I) Full-time position available on or after January 4, 2016 in Academic Affairs.

ESSENTIAL DUTIES: Under the general direction of the AVP for Academic Planning and Analysis, this position will independently provide excellent 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 and program review Duties include, but are not limited to:

- Performs all administrative oversight and coordination 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).
- Maintains currency with WASC standards, processes, and regulations; drafts updates of recommended policy changes that affect the university's reaccreditation; serves as a resource for information about WASC standards, processes and requirements.
- Creates, implements, and monitors all processes and timelines related to the reaccreditation process, including coordination with the campus self-study team members leading the discussions and efforts of the reaccreditation work groups.
- Manages accreditation work in the Accountability Management System.
- Prepares campus correspondence in accordance with WASC guidelines; attends campus WASC committee meetings; prepares agendas, minutes, and follows through on required actions; ensures document preparation and other supporting materials meet WASC standards, expectations, and timelines; edits drafts and finalizes the self-study documents; organizes all materials related to the required documents and exhibits for the self-study.
- During site visit years, arranges for travel and hotel accommodations for visitation team; serves the site visitation team chair as necessary during the site visit and with complete confidentiality; organizes a system of volunteers and assistants during the site visit to assist with schedule logistics.
- Designs layout and maintains web site for campus reaccreditation efforts.
- Prepares annual report to WASC; works with campus offices to secure information and ensure accuracy and approval; maintains effective communication with WASC staff.
- Serves as a resource among the AVP/ALO, the college dean, and the specialized program faculty chair and faculty.
- Develops and tracks an overall master calendar schedule of specialized accredited program due dates for self-studies, site-visits, interim reports, and additional implementation follow-up activities.
- Maintains an accurate and up-to-date inventory of specialized accredited programs for campus documents and websites, the Office of the Chancellor, and external sources.
- Reviews and suggests edits to program self-studies for content and clarity as they align to the accrediting agency's standards and expectations. Ensures the self-study is complete prior to approval and signature by the AVP/ALO and the Provost & VPAA.
- Assists program faculty and staff during specialized accreditation site visits with schedule planning and logistical support.
- Recommends to the AVP/ALO budgetary requests made by specialized accredited programs based on the availability of funds from university-wide accreditation.
- Supports and monitors the Academic Program Review substitution document completed by accredited programs upon completing their accreditation reports.
- Maintains updated knowledge about campus and system academic/educational policy and monitors implementation of policies consistent with academic governance actions to ensure compliance with accreditation standards.
- Coordinates with University Extended Education to ensure self-support programs are in compliance with accreditation standards; edits and proofs articulated agreements and MOU's prior to review and approval by AVP/ALO.
- Serves 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. As needed, schedules meetings, locates primary and secondary resources, and works with department and college staff support for application fee submission. On behalf of AVP/ALO, formats and uploads all proposals to WASC's preferred electronic portal for submission by AVP/ALO.
- Prepares annual budget requests, mid-year, and end-year reports; administers budget; monitors resources related to university-wide accreditation; specialized accreditation as requested; and program review as it relates to accreditation process.
- Develops and finalizes year-end annual reports for offices reporting to the AVP/ALO within set timeframe.
- Supports the AVP/ALO on student success projects and committees. Serves as support to Chancellor's Office student success initiatives, including High Impact Practices and Course Redesign with Technology. Works with faculty to develop proposals; submits proposals on behalf of the AVP/ALO; monitors proposals; submits travel requests and funding requests;, and coordinates campus presentations. Assists in maintaining AVP/ALO's calendar for student success initiatives; schedules appointments; arranges meetings; prepares meeting materials; organizes and ensures follow-up actions. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent training/experience.
- Administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

PREFERRED QUALIFICATIONS:

- Experience with accreditation and/or seeking support from other external agencies; design of publications; educational and academic program policy development
- Skill in handling multiple priorities with quick turnaround timelines;
- Political sensitivity; absolute confidentiality; high work ethic; exceptional interpersonal skills; trustworthy; and reliable
- Proficiency in or demonstrated ability to quickly learn new technology, such as Campus Labs Accountability Management System and using cloud-based platforms.
- Master's degree; research experience (publications and/or research support)

SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.
- 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 a 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: $3,897.00 - $6,142.00 per month plus excellent paid benefits.

APPLICATION DEADLINE: DECEMBER 16, 2015.

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), cover letter, and resumé 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 contact: Ms. Erin Littlepage at (209) 664-6746

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

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

THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS; IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE; AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: HTTPS://WWW.CSUSTAN.EDU/UPD/CRIME-STATISTICS. TO REQUEST A PRINTED COPY CALL: (209) 667-3572; FAX: (209) 667-3104; OR EMAIL: PUBLIC_SAFETY@CSUSTAN.EDU. INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT: HTTP://OPE.ED.GOV/SECURITY/. 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/CAMPUSCRIMESTATISTICS/INDEX.HTML.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS 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.

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

11/25/15