



2021 Accreditation Coordinator Job Description

The Accreditation Coordinator (AC) position serves as an integral part of the accreditation staff at MEAC. In this role, an AC is considered to be an expert in accreditation. As such, this is not an entry-level position. Primarily, the AC will manage the accreditation activities of member schools. This individual must exercise sound independent judgement, discretion, and sensitivity at all times during the accreditation process.

Minimum Qualifications

1. Bachelor's degree
2. Excellent written and oral communication skills
3. Demonstrated skill in writing and analysis
4. Experience in higher education administration, accreditation, and/or regulatory frameworks
5. Administrative capabilities demonstrated by previous work experience
6. Skill in basic computer systems and electronic record keeping
7. Ability to contribute to, and advance, team efforts
8. Willingness and ability to travel (generally 2-3 times per year)
9. Highly organized and task oriented
10. High level of attention to detail
11. Able to work independently, be self-motivated, and complete projects according to set timelines

Desirable Qualifications

1. Familiarity with direct-entry midwifery education
2. Familiarity with MEAC accreditation policies and procedures and standards for accreditation
3. Experience working with and managing volunteers

Duties and Responsibilities

- **Accreditation Activities**
 - Serve as the main point of contact in maintaining a relationship with the Member Schools in an assigned caseload.
 - Oversee and coordinate Member School projects according to set timelines
 - Manage receipt and distribution of accreditation materials to and from member schools and volunteer peer-reviewers, including reminders of due dates
 - Conduct staff review and analysis of materials related to the initial accreditation, reaccreditation, substantive change, TRAC reporting, Monitoring reporting, Compliance reporting
 - Coordinate peer-review of the initial accreditation, reaccreditation, certain substantive changes, Monitoring reporting, Compliance reporting.

- Schedule, coordinate, and attend site visits as part of the initial accreditation, reaccreditation, and certain substantive change processes. This includes managing logistics such as communication with schools, hotel and travel arrangements for the site visit team.
- Prepare letters, responses, and final reports for institutions and programs based on Board accreditation actions
- Attend MEAC Member School Meetings (generally quarterly)
- **Training and Guidance**
 - Assist in initial and refresher training for volunteer peer reviewers, especially as volunteers participate in their first few projects.
 - Provide guidance and general training to schools as questions arise, especially in relation to standards interpretation and reporting systems.
 - Provide guidance and specific training to schools as reports are sent to schools – meeting with schools to go prepare for reporting and go over MEAC communications, requests, and decisions during and following reporting
- **Accreditation Staff**
 - Attend regular Accreditation Meetings to discuss the status of projects, raise questions, and provide feedback on accreditation processes
 - In weeks where there aren't Accreditation Meetings, meet one-on-one with the Director of Accreditation to discuss the status and prioritization of projects, raise questions, participate in supervision
 - Collaborate with fellow Accreditation Coordinators, as needed, to ensure all projects are completed in a timely manner
 - Recommend updates to the Accreditation Handbook and accreditation policies and procedures, as needed
 - Assist, as requested, in the creation and update of accreditation materials, forms, and publications.
- **Volunteer Management**
 - Coordinate and assist Accreditation Review Committee members review of school projects, including recording findings, creation of final reports and recommendations
 - Coordinate and assist Independent Board Review of school projects, including recording findings, creation of final reports and recommendations
 - Provide general support to help volunteer reviewers participate in projects, including technology support, reminders of next steps, etc.
- **Board of Directors**
 - Attend all MEAC Board meetings
 - Coordinate with other staff members to share responsibility for hosting and taking minutes at BOD meetings



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- **Record Keeping**

- Maintain all required records within the Dropbox, Smartsheet, and Weave filing systems or other systems as decided on by MEAC leadership.
- Assist with periodic records retention and file clean-ups.

Supervision

This position oversees volunteer Accreditation Review Committee members and Independent Board Reviewers as assigned to school projects within the AC's caseload.

This position reports to, and is supervised by, the Director of Accreditation.