



# Heritage University

## JOB DESCRIPTION

**TITLE:** Administrative Support Specialist for Accreditation & Quality Improvement

**COLLEGE/SCHOOL/DEPT:** Office of Accreditation and Quality Improvement

**REPORTS TO:** Director of Accreditation & Quality Improvement

**FLSA:** Non-Exempt

**SALARY:** \$41,600 - \$45,760 (commensurate with experience and education)

**Position Summary:**

Assists the Director of Accreditation with the University's accreditation efforts. Assists with collection and organization of data and information related to accreditation, course evaluations, and program review. Coordinates logistics for ongoing and special projects in the Office of Accreditation. The position must be able to handle highly confidential and sensitive communications and materials while providing the highest level of customer service and professionalism.

**Duties and Responsibilities:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, and learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.
4. Assists with collection systems and maintenance of documentation and evidence for required accreditation reports to the Northwest Commission of Colleges and Universities as well as other program specific accreditation efforts.
5. Provides administrative support to the Accreditation Office, Provost's Office, Registrar, and program chairs for program review, assessment, program accreditation and institutional accreditation.
6. Arranges schedules, prepares materials for meetings and conferences, and records meeting minutes and notes as assigned by the Director. Performs research and prepares reports, correspondence, and other documents as requested.
7. Staffs University committees as appointed by the Director, including but not limited to Program Review Committee, Assessment Committee, Undergraduate and Graduate Curriculum Committees (UGCC, GCC), Accreditation Review Committee (ARC), and the Institutional Planning Committee (IPC).
8. Provides support to the Director through meeting attendance, project management, assists with the development of reports, and manages progress on projects and tasks as assigned by the Director.
9. Serves as a super user/administrator for Anthology software packages, including but not limited to Portfolio and Course Evaluation.
10. Coordinates the HU's online course exchanges, including tracking students, managing schedules, and preparing workshops for faculty.

