



**APPLICATION PROCESS FOR
Director of Legal and Governmental Affairs,
and Commission Support**

Applicants and nominees for the Director of Legal and Governmental Affairs, and Commission Support position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger
Director of Human Resources
SACSCOC
1866 Southern Lane
Decatur, GA 30033-4097 kberger@sacscoc.org

Applications may be submitted via U.S. Mail or electronically and must be received in the SACSCOC office by **Friday, February 23, 2024, at 4:30 p.m. (ET)**. The Director of Legal and Governmental Affairs, and Commission Support will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at kberger@sacscoc.org.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

**DIRECTOR OF LEGAL AND GOVERNMENTAL AFFAIRS,
AND COMMISSION SUPPORT**

GENERAL DESCRIPTION

The Director of Legal and Governmental Affairs, and Commission Support serves as the primary staff support for the 77-member SACSCOC Board of Trustees and is responsible for working with legal counsel and other external bodies (e.g., USDE, CHEA, etc.). The Director reports directly to the President of SACSCOC.

SPECIFIC DUTIES

The following duties are assigned to this position:

- Serves as the staff coordinator for the meetings of the Committees on Compliance and Reports (C & R), including the development of schedules, agendas, staff assignments, coordination and training of administrative and support staff, development of disclosure notices, review of the final C & R minutes and final letters to institutions, and related mailings and correspondence.
- In concert with the President: (1) prepares agendas, reports, and support materials for the Executive Council, SACSCOC Board of Trustees, and College Delegate Assembly meetings, and (2) drafts correspondence, articles, and working agendas for the Chair of the SACSCOC Board.
- Maintains the official permanent records of the minutes of the SACSCOC Board of Trustees, the College Delegate Assembly, the Committees on Compliance and Reports, and other significant historical records.
- Assists the President of SACSCOC in ways specified by the President, including the following: special projects; research; writing; the nomination process for members of the SACSCOC Board of Trustees, the Executive Council, the Appeals Committee, and the SACS Board of Trustees and related correspondence; administrative staff support for *ad hoc* committees charged to review/modify the *Principles of Accreditation* and the *Resource Manual*; federal regulation analysis and response; and the recognition processes of the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).
- Coordinates the preparation of institutional materials and correspondence for SACSCOC document management system.
- Prepares correspondence for the President such as reaffirmation announcement letters, fifth-year follow-up report letters, letters to the U.S. Department of Education and other agencies regarding SACSCOC Board actions, and official appointment letters.
- Serves as the administrative coordinator for appeals hearings and assists the President in any related or other litigation.

- Supervises the work of the Public Relations and Data Specialist who leads and manages: (1) the review of student complaints filed against SACSCOC institutions, (2) the review of negative actions imposed on member institutions by other USDE- recognized agencies, (3) completion of the *SACSCOC Annual Report*, and (4) public relations.
- Supervises the work of the Coordinator of Legal and Governmental Affairs, and Commission Support who leads and manages the off-site reviews, the fifth-year interim reviews, off-site and electronic archiving, the timeline for completion of the *Annual Report*, and the currency of Commission forms; and,
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge and understanding of overall accreditation process; exemplary writing and editing skills; word processing and database competency; ability to relate well to all constituencies of the Commission; record systems management skills; ability to plan, coordinate, and implement projects and to work independently; and strong oral and written communications skills including public presentations.

MINIMUM EDUCATION AND EXPERIENCE

A Master's degree from an accredited institution is required; Doctorate or Juris Doctorate preferred. At least five years of faculty or administrative experience in an institution of higher education, system, or other coordinating agency in higher education is required. Experience as an evaluator on an accreditation team is preferred.

FLSA Status: Exempt

Terms of Employment: Full-Time

Revised: 1/2024