



**APPLICATION PROCESS FOR
VICE PRESIDENT**

Applicants and nominees for the Vice President 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, October 11, 2024, at 4:30 p.m. (ET)**. The Vice President will need to reside in (relocate to) 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

VICE PRESIDENT

GENERAL DESCRIPTION

The Vice President of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has administrative and management responsibilities and authority as delegated by the President of SACSCOC. Vice Presidents may represent the President of SACSCOC and shall share joint responsibility for the quality and integrity of SACSCOC policies, processes, and procedures for an assigned portfolio of institutions, and/or for a program or project. Vice Presidents report to the Chief of Staff of SACSCOC.

SPECIFIC DUTIES

The following examples are illustrative of the duties assigned to this position, including, but not limited to, the following:

- Serves as SACSCOC staff member for an assigned portfolio of accredited, candidate and applicant institutions;
- Promotes effective communication with assigned institutions;
- Participates in the selection, communication, and support of peer review committees;
- Advises member, candidate and applicant institutions and/or coordinates on-site visits to assist institutions in improving educational programs and documenting compliance with accreditation standards throughout substantive change and/or accreditation and reaffirmation processes;
- Advises and informs the SACSCOC Board of Trustees and its committees on matters relative to an institution (“Standing Rules: SACSCOC Board of Trustees, Executive Council, and the College Delegate Assembly”);
- Assists in coordinating the development and implementation of policies and procedures to aid institutions in meeting accreditation standards and improving educational programs;
- Provides programming and training to support member institutions’ compliance with accreditation standards and improvement of educational programs;
- Monitors ongoing accreditation activities of assigned institutions (e.g., unsolicited information, complaints, and programmatic accreditation);
- Assists in identifying good educational practices and experimental activities and in disseminating information to selected institutions;
- Conducts, or assists in conducting, studies to develop and improve standards for accreditation and to raise the quality of educational programs;

- Serves on *ad-hoc* committees as assigned by the President and/or Chief of Staff;
- Supervises and evaluates performance of an administrative assistant to ensure effective office practices in support of SACSCOC activities;
- Maintains appropriate electronic records associated with assigned institutions and processes;
- Reflects the principle of integrity and tenants of “Servant Leadership” in all communications and interactions with the membership and the public; and
- Fulfills other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of and commitment to the philosophy and goals of regional accreditation and SACSCOC. Knowledge of current educational issues, principles, practices, and organizations, and of pertinent literature in the field of quality improvement and assurance in higher education. Ability to create and maintain cooperative working relationships with others; to anticipate, analyze, and prepare needed plans and programs; and to present oral and written comments, opinions, and program interpretations clearly and concisely, including public presentations.

MINIMUM EDUCATION AND EXPERIENCE

Earned doctorate or the equivalent from an institution accredited by the U.S. Department of Education recognized accreditor. At least five years full-time experience in higher education administration, and familiarity with and experience related to the accreditation process are required.

SALARY AND BENEFITS

Competitive salary and attractive benefits package. Individual will need to reside in the Atlanta/suburban area.

FLSA Status: Exempt

Terms of Employment: Full-Time

Revised: 09/16/2024