



APPLICATION PROCESS FOR
Coordinator of Commission Support

Applicants and nominees for Coordinator of 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, November 15, 2024, at 4:30 p.m. (ET)**. The Coordinator of 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

COORDINATOR OF COMMISSION SUPPORT

GENERAL DESCRIPTION

The Coordinator of Commission Support oversees all aspects of the Fifth-Year Interim Review and the Off-Site Review processes and executes the Appeals Procedures of the College Delegate Assembly and Arbitration processes for the SACSCOC. Reporting to the Director of Legal and Governmental Affairs and Commission Support, the Coordinator also assists the Director by supporting the activities of the Committees on Compliance and Reports (C&R) as needed, completing complex special assignments, and advising procedural and policy recommendations pertaining to processes managed by the Office of Legal and Governmental Affairs and Commission Support.

SPECIFIC DUTIES

The following duties are assigned to this position:

- Coordinates the review of Fifth-Year Interim Review Committee to include selecting and facilitating orientation sessions for cluster coordinators and committee members; coordinating the logistics and distribution of materials; serving as the administrative staff for all aspects of the review; working with SACSCOC Vice Presidents in support of and in preparation for the committee convenings; and managing all follow-up from the meeting which includes the development of the minutes and action letters.

- Collects, manages, and analyses data on standards related to the Fifth-Year Interim Review.

- Coordinates the Off-Site Review process to include overseeing the logistical planning and development of the timeline for the staff and peer evaluators involved in the process; facilitating orientation sessions for committee chairs; working with SACSCOC Vice Presidents in support of and in preparation for the committee convenings; managing assigned staff recorders during the reviews; updating correspondence for staff and committee member; and serving as the SACSCOC administrative staff member responsible for the coordination of all aspects of the process.

- Coordinates the Appeals process to include partnering with SACSCOC's Legal Counsel to ensure that the Appeals Procedures of the College Delegate Assembly are adhered to; producing written communications between SACSCOC and member institutions; maintaining the historical record of appeals; coordinating the logistical details of the Appeals Committee meeting including securing contracts with external vendors; and recommending policy considerations to the Director.
- Coordinates the Arbitration process to include producing written communication regarding between SACSCOC, member institutions and the arbitrators; working closely with SACSCOC Legal Counsel to ensure that the Arbitration Procedures are adhered to; Develops official historical record of the institution; coordinating logistical details of the Arbitration meeting including securing contracts with external vendors; and recommending policy considerations to the Director.
- Manages data in Salesforce related to Off-Site Review, Fifth-Year Review, Appeals process and the Arbitration process.
- Produces notification letters for institutions undergoing Reaffirmation of Accreditation or Fifth-Year Interim Review.
- Assists the Director in the coordination of activities for the meetings of the Committees on Compliance and Reports (C&R), including observation of meetings on the record and preparation of action reports to be presented to the Board as needed.
- Works with the Director to accomplish SACSCOC Strategic Plan goals and objectives related to outcomes for the Office of Legal and Governmental Affairs and Commission Support.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of and commitment to the philosophy and goals of regional accreditation and the Commission on Colleges as well as knowledge of issues, principles, and practices in higher education.

Ability to establish and maintain cooperative working relationships with others, and to facilitate, create, and improve collaborative processes. Excellent written and oral communication skills and the ability to use technology effectively to advance the Commission's work.

MINIMUM EDUCATION AND EXPERIENCE

Earned a Master's degree from an institution accredited by the U.S. Department of Education recognized accreditor is required; Doctorate preferred. At least five years successful related experience in an institution of higher education, system, or a coordinating agency in higher education is required. A familiarity with the accreditation process is highly desirable.