



Position Title: Director of Accreditation and Compliance.

Reports To: President/CEO.

Classification: Exempt

WC Code: 8868.

Position Type: Second Level Administrator.

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities: The major responsibility of the Director of Accreditation and Compliance is to assist the President in the proper completion and coordination of all accreditation activities in the University and to ensure compliance and consistency with all Institutional Accreditation activities through SACSCOC.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
3. Introducing faculty, staff, and students to the accrediting policies and procedures of the Commission, along with relevant sections of the accrediting standards and Commission policies that pertain to specific campus aspects (e.g., library, continuing education), particularly upon adoption or revision of such documents.

Revised: March 2022

4. Serving as a contact person for Commission staff. This includes encouraging institutional staff to route routine inquiries about the Principles of Accreditation and accreditation policies and processes through the Accreditation Liaison, who will contact Commission staff, if necessary, and ensuring that email from the Commission office does not get trapped in the institution's spam filter.
5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
6. Serving as a resource person during the decennial review process and helping prepare for and coordinate reaffirmation and other accrediting visits.
7. Ensuring that electronic institutional data collected by the Commission is accurate and timely.
8. Maintaining a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.
9. Oversee the Quality Enhancement Plan (QEP) development and implementation and ensure it complies with SACSCOC principles.

Essential Accreditation Duties

1. Oversee the developments and ongoing activities in institutional and programmatic accreditation (SACSCOC, ACBSP, ACEN, ARC-PA, ARRT, CAPTE, CCNE, CoARC, SARA, etc.) and state agency regulations (CIE and Dept. of Ed.)
2. Attending relevant SACSCOC conferences and training webinars including those of other accrediting agencies as necessary to stay current with all accreditation changes and updates.
3. Serve as a resource for interpretation of regulatory and accreditation standards.
4. Oversee adequate record maintenance and ensure processes are in place to document compliance efforts.
5. Direct the assessment of targeted compliance issues, investigations, or potential problems and coordinates internal compliance investigations and routine audits.
6. Support faculty and staff to plan, schedule, and coordinate academic and administrative educational support units in preparation of periodic program reviews, campus visits, and self-studies.
7. Ensure compliance with the requirements of the institution and governmental, accrediting, and other external agencies.
8. Conduct analyses of university documents for consistency, accuracy, and updates.
9. Write correspondence, documentation, and reports to agencies governing the university.
10. Interface with students, offices, and departments to follow-up on tasks and projects related to accreditation and compliance.
11. Provide quality control over the development of curricula, instructional resources, and academic processes.
12. Facilitate the training of faculty and staff in institutional policies and procedures.
13. Contribute to the success of all communities of interest in a collegial environment.
14. Oversees the Office of Publications and works directly with the Marketing Department to ensure all university publications comply with accreditation principles.
15. Maintains the University Catalog through the Office of Publications.
16. Articulates the Statewide Course Numbering System (SCNS).

17. Submit information received from SACSCOC to the CIE as required and work with the CIE POC to ensure consistency.

Education / Experience Requirements:

- At a minimum, a master's degree in education, Social Sciences, Behavioral Sciences, Business Administration, or a related field from a regional accredited institution.
- At Minimum, 1-3 years' experience in programmatic or regional accreditation activities.
- Preferred, experience with Florida Department of Education and the Statewide Course Numbering System.
- Demonstrated experience with strategic planning and leading ongoing efforts of the University to meet accreditation standards.
- Clear understanding of national education policies.
- Demonstrated commitment to academic quality and standards.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of a program.
- Team player with strong work ethic who takes initiative.
- Outstanding communication, public speaking, and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.
- Strong communication and interpersonal skills, collaborative work style.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook, and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Job Type

Full-time

Work Location: In person.

Benefits:

- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

Schedule:

Monday to Friday

Variable: Day shift & Evening shift

Revised: March 2022

Working Conditions:

General office working conditions. The noise level is at normal office capacity.

Physical Demands:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job: Minimal Hazards.

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills, and/or responsibilities always required for this position on each Campus. Tasks, duties, skills, and/or responsibilities may vary from individual to individual, campus to campus, and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>