**Job Title: Consultant/Accreditation Coordinator**

**Job Types**: **Part Time** **30 hours biweekly for four (4) months.**

**Salary**: **$45/hr. – 55/hr.**

**Reports to: AVP, Continuing Education & Workforce Development**

**Mandatory Vaccine Mandate**: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

**General Description**

BMCC Workforce Development & Adult Continuing Education is seeking a part time Accreditation Coordinator to support the division with obtaining the International Accreditation for Continuing Education and Training (IACET) and other program level accreditations and designations as appropriate. The position will support with the accreditation application process, data collection, analysis, report writing, member services functions, assist in other areas of operations such as meetings and performing other collateral duties and special projects to support the organizational mission to successfully complete and obtain accreditation.

**Responsibilities**

* Initiate and oversee the Accredited Provider (AP) application process.
* Ensure that ACE meets the eligibility criteria as outlined in the FAQ page of the application process.
* Identify any gaps in policies, processes or evidence that must be addressed before an application is submitted.
* Serves as a primary point of contact for all accreditation inquiries received via email and phone.
* Collaborate with the finance team to submit the required application fee and other fees associated thereafter.
* Participate in the free accreditation assistance webinars that provides an overview of the application process and guides with the foundational concepts in the ANSI/IACET 1-2018 Standard for Continuing Education and Training.
* Complete IACET self-study documentation and report
* Refer complex inquiries to higher-level personnel as needed.
* Performs other duties as assigned.

**Qualifications required educational level:**

* Bachelor’s degree (Business or Education major preferred)
* Experience in the field of adult training or education, accreditation, or credentialing
* Experience working for or with non-profit organizations.
* Experience with drafting, writing, editing, and proofreading text.
* Experience in Project Management, Business mapping skills and lean six sigma.