

NECHE Accreditation Coordinator - Provost's Office  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=152851>

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Posted Jan. 15, 2021, set to expire May 30, 2021

**Job Title** NECHE Accreditation Coordinator - Provost's Office  
**Department**  
**Institution** Tufts University  
Medford/Somerville, Massachusetts

**Date Posted** Jan. 15, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Communications/Public Relations  
Administrative Support/Services

**Job Website** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001019>

**Apply By Email**

**Job Description**

The accreditation coordinator will be an integral part of the upcoming accreditation process. This individual will provide support and assistance to the chair of the NECHE steering committee as well as to the chairs of the eleven standard working groups. He or she will serve as a resource for information on the accreditation process, and will coordinate and disseminate information to all individuals involved with the accreditation process (including the steering committee, 11 working groups, NECHE and the visiting team). Responsibilities will also include attending all steering committee meetings and assuring staff coverage for all working group meetings; managing a shared filing system and shared documents; the creation, management and organization of an online workroom; the management and arrangements of the accreditation site visit (including hotel, transportation, and food); and assistance in the preparation and editing of Tufts' accreditation self-study.

Qualifications

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**Basic Requirements:**

2+ years of related experience required

Bachelor's degree, master's preferred

Proficient in Word, Excel, FileMaker Pro, PowerPoint.

Preferred Qualifications:

Familiarity with Qualtrics and survey software, HTML and Desktop publishing preferred.

Familiarity with higher education issues and NECHE accreditation.

Knowledge of the Tufts environment and procedures highly desirable.

Excellent oral and written communication skills, ability to interact with diverse groups and idiosyncratic personalities.

Must be a team player.

Outstanding organization skills required.

Must be able to keep multiple tasks and events current, with frequent interruptions.

Editing expertise highly desirable. Experience with conference planning highly desirable.

**Special Work Schedule Requirements:**

During the Team Visit overtime, evenings and weekend work will be required.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**