

Coordinator, Council for Higher Education Accreditation  
(CAEP)  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=262633>

Downloaded On: Sep. 17, 2025 7:28pm

Posted Sep. 17, 2025, set to expire May 10, 2026

<b>Job Title</b>	Coordinator, Council for Higher Education Accreditation (CAEP)
<b>Department</b>	School of Education & Psychology
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Sep. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Assistant Professor
<b>Academic Field(s)</b>	Higher Education Administration Education Policy Education - General
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7813">https://jobopps.alcorn.edu/postings/7813</a>

**Apply By Email**

**Job Description**

The incumbent, reporting to the Dean of School of Education and Psychology, is responsible for managing and sustaining national accreditation efforts. This role requires comprehensive knowledge of accreditation standards and procedures, along with strong collaboration and project coordination skills.

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### **Knowledge Skills and Abilities**

- Knowledge of relevant higher education laws, (e.g., FERPA, Title IX, Clery Act, etc.)
- Knowledge of accreditation standards and procedures
- Knowledge of BANNER (processes and scripts, Grades First, Hobson software)
- Proficient in spreadsheet applications
- Ability to perform data analysis and Interpret results effectively
- Ability to build and sustain trust relationships with faculty
- Ability to work Independently
- Ability to prioritize assignments

### **Essential Job Functions**

- Coordinates and executes specialized administrative tasks in support of the CAEP accreditation process
- Communicates with program coordinators and department chairs concerning accreditation process and standards
- Facilitates and manages working groups aligned with the seven CAEP standards to ensure coordination
- Coordinates faculty development workshops related to accreditation as needed
- Serves as liaison to the Institutional Research, Assessment & Effectiveness Office regarding data collection
- Provides information and updates regarding accreditation standards to the faculty, staff, and other stakeholders
- Provides support for faculty completing Specialized Professional Associations (SPAs) reports
- Prepares and submits required annual accreditation reports in accordance with CAEP guidelines
- Serves as secondary contact person for accrediting organization
- Monitors, and ensures compliance with accreditation timetable/schedule
- Coordinates completion and submission of institutional report
- Compiles student assessment data from external test for department review
- Coordinates preparation for onsite external review visit
- Educates new faculty and staff in accreditation processes and CAEP standards with an orientation emphasis
- Attends at least one CAEP Conference each year, budget permitting
- Represents the dean on accreditation related events when appropriate
- Completes other relevant tasks as assigned

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### **Qualifications**

- Earned doctorate in the field of Education
- Three (3) years' teaching experience
- Program management experience

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### **Licensing and Certifications**

- Eligible for academic appointment to assistant professor
- Relevant licenses and certifications are a plus

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**Contact Information**

Please reference Academickeys in your cover letter when  
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**Contact**

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