

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

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

Downloaded On: Nov. 19, 2025 7:25pm Posted Sep. 17, 2025, set to expire May 10, 2026

Job Title Coordinator, Council for Higher Education

Accreditation (CAEP)

Department School of Education & Psychology

Institution Alcorn State University

Lorman, Mississippi

Date Posted Sep. 17, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Assistant Professor

Academic Field(s) Higher Education Administration

Education Policy

Education - General

Job Website https://jobopps.alcorn.edu/postings/7813

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.

Knowledge Skills and Abilities

- Knowledge of relevant higher education laws, (e.g., FERPA, Title IX, Clery Act, etc.)
- Knowledge of accreditation standards and procedures



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- 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 continuous improvement efforts
- Facilitates and manages working groups aligned with the seven CAEP standards to ensure coordinated progress and compliance
- Coordinates faculty development workshops related to accreditation as needed
- Serves as liaison to the Institutional Research, Assessment & Effectiveness Office regarding data collection in support of accreditation efforts
- Provides information and updates regarding accreditation standards to the faculty, staff, and other stakeholders, as appropriate
- 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
- Complies 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 each academic year
- 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

Qualifications

Earned doctorate in the field of Education



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- Three (3) years' teaching experience
- Program management experience

Licensing and Certifications

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

Contact Information

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

Contact

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