

ACCREDITATION/ASSESSMENT PROCESS SPECIALIST**DEFINITION**

Under direction, coordinates and performs complex technical administrative work pertaining to accreditation and outcome assessment including related curricular processes. The Specialist performs publication and data management, gathers, processes, and maintains highly complex information; answers questions from faculty, management, and other staff regarding accreditation and assessment; provides staff support for the accreditation committee with some curriculum committee and assessment committee responsibilities; may provide advanced secretarial support to a senior or executive manager; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position, specialized technical administrative class within the Yosemite Community College District (YCCD). The incumbent has specialized and complex administrative responsibilities that require advanced technical knowledge of curriculum processes in order to make decisions and complete assignments. The incumbent also provides advanced operational and administrative support within the area of assignment, and may provide advanced secretarial support to a senior or executive manager as an ancillary duty.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works under the direction of an executive manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. The incumbent plans and/or determines specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

ESSENTIAL DUTIES

- Coordinates and performs difficult technical administrative work related to accreditation and assessment with related curricular processes.
- Coordinates and performs complex review process, coalesce written and printed materials for accreditation self-study, provide supplementary technical writing as appropriate, gather and index needed information, and compile final documents for distribution.
- Coordinates and performs complex review process, coalesce written and printed materials for college self-assessment processes, provide supplementary technical writing as appropriate, gather and index needed information, and compile final documents for distribution.
- Coordinates related curricular and catalog changes and/or additions to reflect division, program, and curriculum updates reflected in accreditation and assessment.
- Provides staff support and coordination for the college Accreditation Committee and the Assessment Committee, translates Committee decisions into appropriate actions, prepares Committee meeting agendas and minutes; researches information and prepares staff reports as requested.
- Maintains and updates accreditation and assessment information in the computerized data management system, such as, curriculum management system, college catalog, and accreditation and/or assessment portal sites.
- Troubleshoots and responds to accreditation and assessment problems and related curricular issues in electronic and printed publications, and advises stakeholders of the impacts as well as makes recommendations for solutions.
- Serves as a technical resource to others regarding accreditation information issues; assists other administrative staff with questions regarding accreditation and assessment electronic resources.
- Organizes, plans, and develops work accomplishment time lines.

- Enters, maintains, tracks, evaluates and presents complex information related to accreditation and assessment in manual and/or automated systems.
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence, contracts and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may attend meetings and take minutes; may update web pages.
- Performs other related duties as assigned.
- Ensure alignment between programs of study as approved by the Curriculum Committee, prerequisites and sequencing established by faculty, and student-facing planning tools, e.g. Program Mapper.
- Sends out notifications, due dates, and reminders about course-level outcomes assessments.

TYPICAL WORKING CONDITIONS

Work is generally performed in a standard office environment. Some travel between campuses is expected.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience

- Education: Possession of an associate's degree from an accredited college or university, with major course work in business administration or a closely related field.
- Experience: Four years of increasingly responsible administrative support experience, including two years performing technical administrative work involving curriculum development, publication, and data management in an academic setting.

Knowledge of:

- Modern office practices, methods, and procedures pertaining to accreditation, assessment, and related curricular processes, publication, and data management.
- Legal mandates, policies, regulations and procedures pertaining to college curriculum functions.
- Advanced English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Technical methods of research, data compilation and reporting.
- How to take appropriate notes and minutes at meetings.
- Advanced techniques and strategies of administrative organization and follow through.
- Standard office machines and equipment, including computers.
- Operational procedures, policies, rules, and regulations specific to the assignment.

Ability to:

- Perform complex and technical administrative work pertaining to the college accreditation processes with accuracy and attention to detail.
- Provide information for departments undertaking self-studies, writing reports and preparing for accreditation visits.

- Oversee the collection of writing and submitting documents and reports associated with accreditation.
- Monitor the collection of program and unit assessment data for evaluation, accountability and accreditation.
- Prepare clear and concise reports.
- Accurately interpret ACCJC mandates, YCCD policies, rules, and regulations and apply them to a variety of operational procedures.
- Effectively and efficiently operate a personal computer.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATES

A valid license to drive in California is required.

PHYSICAL AND MENTAL STANDARDS

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

SPECIAL REQUIREMENTS

- None

Adopted: 1/28/23

Amended: 7/1/23