



POSITION ANNOUNCEMENT ASSOCIATE VICE PRESIDENT

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education to oversee regional accreditation for institutions of higher learning in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. The Commission fulfills its dual purposes of continuous improvement and quality assurance by establishing accreditation criteria and conducting oversight procedures to evaluate institutions for quality and effectiveness. More information is available on the Commission on its website (www.nwccu.org).

MISSION

The mission of the Northwest Commission on Colleges and Universities (NWCCU) is to assure educational quality, enhance institutional effectiveness, and foster continuous improvement of colleges and universities in the Northwest region through analytical institutional self-assessment and critical peer review based upon evaluation criteria that are objectively and equitably applied to institutions with diverse missions, characteristics, and cultures.

POSITION DESCRIPTION

The Associate Vice President is a hands-on, mid-management, staff position that reports to the Executive Vice President. Given the nature and responsibilities of this position, the Associate Vice President is expected to conduct business out of the Commission's Redmond, Washington office during regular business hours. Little, if any, travel is required. The Associate Vice President is responsible for many NWCCU functions reflected in the responsibilities below.

Responsibilities

Under the supervision of the Executive Vice President, the Associate Vice President:

- Reviews and analyzes substantive and minor institutional change proposals;
- Develops and maintains an inventory of institutional sites;
- Responds to institutional inquiries regarding substantive and minor changes;
- Analyzes and drafts responses to complaints against member and candidate institutions;
- Analyzes and drafts responses to complaints against the Commission;
- Maintains a record of complaints against member and candidate institutions;
- Assists institutions preparing Applications for Consideration for Candidacy;
- Analyzes and summarizes Applications for Consideration for Candidacy;
- Responds to accreditation inquiries from USDOE, governing agencies, and the public;
- Responds to inquiries and requests for assistance from NWCCU institutions;
- Develops Annual Report form;
- Analyzes and summarizes Annual Report data;
- Drafts action letters resulting from Board, Executive Committee, and ARFE meetings;
- Prepares Summary of Actions report following Board and Executive Committee meetings;
- Oversees the accreditation oversight calendar; and
- Other duties as assigned.

Qualifications and Attributes:

- An understanding of and appreciation for regional accreditation;
 - Working knowledge of NWCCU standards and procedures;
 - Successful higher education administrative experience, preferably in the NWCCU region;
 - Conscientious attention to details;
 - Ability to multitask and set priorities;
 - Timeliness in completing job responsibilities;
 - Ability to self-direct and work independently;
 - Demonstrated analytic, organizational, and communication skills;
 - Ability to work collaboratively with Commission staff;
 - Ability to work effectively with institutional representatives;
 - Strong analytic, written, and verbal skills are essential;
 - Working knowledge of Microsoft Office Suite software; and
 - Earned master's degree required. Earned doctoral or terminal degree preferred.
- NOTE: All degrees must be from institutions accredited by agencies recognized by the U.S. Department of Education for that purpose.

Anticipated Start Date: September 1, 2009, or as soon thereafter as possible.

Annual Salary: \$80K to \$90K (Based on Qualifications and Experience).

Benefits: The Commission provides a comprehensive benefits package, including employer-paid medical, dental, vision, and disability insurance; Commission matched employee TIAA-CREF retirement contributions (up to a maximum of 10% of gross salary); and competitive leave policy.

Review of Applications: Review of applicants will begin Monday, July 20, 2009, and continue until the position is filled.

Application Materials: Only complete application packages will be reviewed. (NOTE: Electronic submittals will NOT be considered.)

- Signed letter of application (not to exceed five pages) to include:
 - Reason for interest in this position;
 - Professional experience that qualifies the applicant for this position;
 - Qualities and attributes that demonstrate a fit with this position;
 - Applicant's views on the role and responsibility of regional accreditation with respect to continuous improvement and quality assurance in higher education.
- Current Curriculum Vitae
- Contact information of four (4) professional references with: Name; Title; Institutional Affiliation; Mailing Address; Telephone Number; and Email Address.

Submit Application Materials and Direct General Inquiries to:

Dr. Ronald L. Baker
Executive Vice President
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