



Job Summary: Accreditation and Certification Coordinator

Reports To: Director of Accreditation

SUMMARY: The purpose of this position is to support the efforts of the Director of Accreditation and Certification and the SSH Accreditation and Certification programs by assisting with the planning and execution of Accreditation and Certification activities.

The Accreditation and Certification Coordinator (ACC) will be working with volunteers who serve on the Accreditation and Certification Councils, and also institutions and individuals who are applying for either or both of these programs.

The ACC is able to perform independently, and as an integral part of the SSH team. The ACC will be a 1.0 FTE position and will work .75 FTE for the Accreditation Department and .25 FTE for the Certification Department.

ESSENTIAL JOB FUNCTIONS:

- Administrative and operational support for the Accreditation and Certification programs and Councils. Assists in preparations for Accreditation and Certification Council/Commission meetings. Supports other SSH Committees and activities as assigned. Composes, prepares and distributes correspondence, agendas, reports and schedules and adjusts support to accommodate changing priority needs.
- Interacts with SSH staff, council members, volunteers, institutional representatives, applicants, candidates, reviewers, and certified individuals via normal business and electronic communication methods. Answers or redirects incoming telephone and email inquiries regarding accreditation and certification.
- Enters and maintains Accreditation and Certification records. Assists in drafting marketing materials and coordinates distribution of messages with the Director of Communication and with other SSH activities. Coordinates accreditation site review logistics, materials, and invoicing. Monitors accreditation and certification activities to ensure compliance with external standards, best practices, and SSH policies and procedures. Reviews websites and social media for accuracy and current activity.
- Assist in the development or updating of procedures in response to new or revised policies issued by the SSH Board of Directors, the Accreditation or Certification Councils/Commissions or external accreditation entities. Handles confidential material for SSH and for the accreditation and certification programs.

- Participates in the development of evaluation tools and other materials for evaluation and assessment of the accreditation and certification programs. Makes recommendations to the Director of Accreditation and Certification regarding program improvements.
- Other duties as assigned.

DIRECT REPORTS:

- None

EDUCATION AND EXPERIENCE REQUIRED:

- A Bachelor's degree with two years of experience or an equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Overnight travel (minimum of 4-6 trips per year).
- Daily activities are conducted in a typical office environment. Lifting responsibilities of up to 20 pounds

LOCATION:

- This position functions daily in a virtual environment. The incumbent is required to provide appropriate working space.

SKILLS:

- Must be proficient in Microsoft Office (Word, Excel, Power Point, Access) and Microsoft 365.
- Must be able to work independently and function effectively in a virtual office environment with internet access and minimal supervision.

Revised: Oct 2025

File: A&CCoord