



JOB AD

JOB TITLE: Senior Team Leader, Accreditation
REPORTS TO: Director of Accreditation
OFFICE: Accreditation

EFFECTIVE: May 2020

POSITION SUMMARY

The Senior Team Leader assists the Director of Accreditation with review of candidacy documents and provides procedural information as well as curriculum design consultation to programs interested in candidacy. The Senior Team Leader supervises new Accreditation Specialists in their first 36 months of employment, supervises the Post-Degree Fellowship staff person, provides coverage for the Accreditation staff, and supervises the Department of Accreditation in the Director's absence. The Senior Team Leader oversees communications with programs concerning candidacy and reaffirmation policies and procedures, as well as the Department of Accreditation's information technology needs and reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Onboard and train new Accreditation Specialists
- Supervise Accreditation Specialists in the first 36 months of employment
- Supervise Post-Degree Fellowship program staff
- Supervise Department of Accreditation staff in Director's absence
- Review Substantive Change Reports; create and maintain an archive for Substantive Change Report decisions
- Provide coverage as needed for accreditation specialists
- Review and approve candidacy applications and initial documents; provide consultation to programs on curriculum design related to social work competencies and assessment of student learning outcomes
- Develop and maintain accreditation policies and procedures, forms, handbooks, manuals for reaffirmation, candidacy, commissioners

- Oversee communications with programs regarding reaffirmation and candidacy information and announcements; coordinate with Communications Department
- Manage information technology needs and reporting requirements of the Department of Accreditation, including training of staff in new systems. Acts as liaison with IT Department
- Oversee curricular design for reaffirmation and candidacy training for programs, site visitors, and commissioners

OTHER RESPONSIBILITIES:

- Review COA decision letters prior to distribution
- Oversee professional development for accreditation specialists; mentor accreditation specialists
- Provide support to specialists and work groups during COA meetings
- Create cross-training plans for accreditation department
- Create and maintain a master calendar for accreditation processes and events
- Explore and develop new technologies for delivery of training and other initiatives within the Department of Accreditation
- Develop content for Accreditation meetings/workshops as requested by the Director
- Continually evaluate key operational processes to facilitate accreditation-related workflow, improve productivity and maintain high standards of quality control
- Foster innovation in efforts to continuously improve the accreditation process
- Monitor accreditation trends and develops or implements solutions, as appropriate

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED:

- Master's degree in social work
- Accreditation experience, preferably in social work
- Ability to demonstrate working knowledge of accreditation standards and procedures
- Experience in mentoring and supporting professional development
- IT Skills: Experience with case management system, such as Microsoft Case Records Management (CRM) or similar;
- Proficiency with Microsoft Office Suite applications (Word, Excel, SharePoint, PowerPoint).
- Understanding of technology applications for workflow management, particularly database operations, learning management systems, and online learning communities.
- Ability to interact professionally and effectively with all level of staff, COA and programs
- Excellent attention to detail and accuracy.
- Ability to handle multiple projects simultaneously.
- Strong written and verbal communication skills.
- Must be a self-starter and able to work independently

ADA SPECIFICATIONS

This position is primarily sedentary and is performed in an office setting. Position requires ability to communicate effectively, and the ability to use computers, telephones and other office equipment. Periodic out-of-town travel is also required. May be required to use computer screen for extensive periods of time. To be qualified, you must have the requisite skills, experience and education for the job and must also be able to perform the essential functions of the job, with or without reasonable accommodation. The Council on Social Work Education provides reasonable accommodations to applicants upon request.

Application Instructions:

- Please email your resume, cover letter to jobs@cswe.org
- Please communicate your salary requirements in your email
- When submitting your application via email, please title the subject line “CSWE Senior Team Leader, Accreditation”
- Please title all attachments using the following format: “last name, first initial_ document name CSWE” (ex. Doe, J_Resume CSWE or Doe, J_Cover Letter CSWE)