



~\*~\*~\*~ **OPEN POSITION ANNOUNCEMENT** ~\*~\*~\*~

**February 1, 2017**

**The Organization**

The Council on Occupational Education was originally established in 1971. Its purpose is the accreditation of degree and non-degree granting technical schools across the country and internationally.

The Council seeks to fill an open position on its staff for an Assistant Executive Director in the Compliance Division no later than April 1, 2017.

A description of the position and knowledge and educational requirements follow.

**Compensation/Benefits**

The Council is prepared to offer a competitive salary based upon the individual's experience and qualifications in relation to the requirements of this position. The Council also offers its employees a package of benefits that includes: medical, dental, life, and workman's compensation insurance coverage; vacation and sick leave; comprehensive holiday schedule; an attractive retirement plan; and a pleasant office environment.

**Required Documentation and Submission Deadline**

Interested individuals should submit a current resume, a listing of at least three professional references, and salary requirements. This documentation must be submitted via email to the Cindy Sheldon, Deputy Executive Director at [sheldonc@council.org](mailto:sheldonc@council.org) no later than **March 1, 2017** in order to be considered for this position.

**ASSISTANT EXECUTIVE DIRECTOR**  
**Compliance Division**

**CHARACTERISTICS OF THE CLASS**

**GENERAL DESCRIPTION**

Serve as a member of the administrative staff of the Council on Occupational Education and perform duties as designated by the Executive Director and the Associate Executive Director/ Compliance Division. Responsibilities include performance and/or supervision of various functions necessary for the operation of the Commission.

**EXAMPLES OF WORK**

The following examples are illustrative of the duties assigned to this position. No attempt is made to be exhaustive in this listing.

- Manage the Commission's approval process for degree and non-degree programs, including distance education, and for substantive and non-substantive program changes.
- Supervise the processing of complaints filed against member institutions.
- In coordination with the Associate Executive Director, assign and oversee clerical work performed by the Division's support staff.
- Maintain the agency's electronic database of approved programs for member institutions.
- Provide orientation and training to representatives of COE institutions in the area of new program and program change applications.
- Schedule and monitor associate degree and institutional distance education site visits to institutions.
- Participate in scheduled meetings, workshops and conferences sponsored by the Council and/or COE Commission.
- Provide advice and recommendations pertaining to the institutional program database to the information management team of the agency.
- Assist the Executive Director in providing support for the committees of the Council and the Commission.
- Perform other duties as may be appropriate for the position.

**ASSISTANT EXECUTIVE DIRECTOR**  
**– Compliance Division (continued)**

**QUALIFICATIONS OF THE APPLICANT**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the mission, functions, and operations of the Council as a national institutional accrediting agency. Skills required to plan, organize, and execute multi-faceted activities involving various numbers of persons individually and collectively. Ability to maintain cooperative working relationships with others (staff members, Commissioners, and the public) and to communicate effectively in both oral and written forms.

**MINIMUM EDUCATION AND EXPERIENCE**

Education should be at least a baccalaureate degree from an accredited postsecondary education institution. Experience should be at least five years in a position carrying major responsibilities within an educational organization which provides preparation relative to the duties of the position.