Rev. 061226

ASSISTANT VICE PRESIDENT
(Evaluation 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 President/Chief Executive Officer and the Vice President/Evaluation 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.

- Coordinate and Schedule on-site accreditation teams/visits for identified member institution cohort.
- Assist institutions in determining needs and improving educational programs during the accreditation process. Visit member institutions as needed.
- Provide orientation and training to representatives of COE institutions in the area of standards and conditions, site visits, etc.
- In coordination with the Vice President, assign and oversee work performed by the Division's Administrative Coordinator.
- Partner with the Director of Member Services and Training to develop/expand and maintain the volunteer pool of visiting team members and leaders who perform the evaluations on behalf of the Commission. Conduct virtual training as required.
- Provide advice and recommendations pertaining to the institutional program database to the information management team of the agency.
- Assist the President/Chief Executive Officer in providing support for the committees of the Council and the Commission.
- Travel to and participate in all major COE events and attend Commission Meetings and other official organizational functions.
- Perform other duties as may be appropriate for the position.

QUALIFICATIONS OF THE APPLICANT
KNOWLEDGE, SKILL, 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, school representatives, 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 (master's preferred) from an accredited postsecondary education institution with a major portion of the graduate work in a field relative to the functions of the position in which employed. 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.