

New England Association of Schools & Colleges

Commission on Institutions of Higher Education

ASSOCIATE DIRECTOR

The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges invites applications for the position of Associate Director of the Commission. This position is one of six professional positions serving the Commission. The New England Association of Schools and Colleges is the regional accrediting organization for the six New England states. The Commission accredits approximately 247 colleges and universities. Its offices are located in Bedford, Massachusetts.

The Commission seeks an exceptionally qualified individual with the skills and qualities to have a significant impact on the achievement of its dual purposes: quality assurance and quality enhancement among affiliated institutions. To this end, the Associate Director will coordinate and give direction to the Commission's evaluation processes, including selection of visiting teams, maintenance of a database of potential evaluators, development and implementation of workshops for evaluators and team chairs, and review of team reports. In addition, the Associate Director works independently and in concert with other members of the staff to undertake and provide direction to various Commission activities and otherwise to contribute to the successful accomplishment of its purposes. As a part of each activity, the Associate Director will assess its effectiveness toward contributing to the achievement of the Commission's purposes and undertake improvements where necessary.

The successful candidate will have an earned doctorate from a regionally accredited institution and at least five years' experience in higher education preferably in New England resulting in a knowledge and understanding of issues confronting colleges and universities, particularly as they relate to academic quality; commitment to and significant understanding of regional accreditation; a grasp of the basic components of college and university finance; the demonstrated ability to write and speak effectively, and to employ information technology to enhance organizational effectiveness; a strong capacity for self-motivation and the ability to work independently; exceptional analytic, interpersonal and organizational skills; and a high tolerance for ambiguity. Additional preferred qualifications include experience as an evaluation team member or team chair. The Commission also seeks a person of good cheer with a sense of humor who exhibits uncommon civility.

Salary and benefits are competitive and are commensurate with qualifications and experience.

The anticipated starting date for this position is July 1, 2010. Screening of applications will begin immediately and continue until the position is filled. Applications received by March 1, 2010 will be assured full consideration.

Individuals wishing to apply should send a letter of interest, their current résumé, and the name, address, and telephone numbers of three professional references to:

Barbara Brittingham, Director
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