



JOB TITLE: Accreditation Assistant

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| Division: | Accreditation | Reports To: | Manager, US Accreditation |
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SUMMARY: The Accreditation Assistant provides administrative and clerical support for the Accreditation Department. Supports database updates, distribution of accreditation communications and documents and report preparation for finance and accounting. In addition, this position will support the logistics for Accreditation Commission Meetings and Events.

Work direction provided by the Manager, US Accreditation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

These duties and responsibilities require the highest levels of accuracy, thoroughness, and efficiency.

- Supports the updating of databases, spreadsheets and reports related to accreditation activities including transcript review and preparing reports for accounting.
- Supports the Specialist, Accreditation in clerical activities in support of the four ABET commission accreditation activities.
- Sends regular reminders to institutional contacts to update contact information after the July Commission Meeting and during Request for Evaluation season.
- Creates and mails accreditation certificates and proof of accreditation letters.
- Assists with volunteer travel arrangements.
- Assists with the volunteer expense report submission process.
- Assists with the logistics for the July Commission Meetings, Symposium, including the assembly of documents and materials, onsite registration and packing materials for return to headquarters' offices.
- Support responses to volunteer and institutions queries and requests for support.
- Provides general assistance to the Accreditation Staff as directed.

SUPERVISORY RESPONSIBILITIES: NONE

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Associate degree from an accredited two-year college or university and two years related experience and/or training; or an equivalent combination of education and 3 years of relevant experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of Microsoft Office Suite- Excel, Word, PowerPoint
- Ability to take and follow direction well and a self-starter.
- Ability to communicate effectively on the telephone with the public and members of ABET using independent judgment, tact, and courtesy on a daily basis.
- Attention to detail.
- Strong communication skills, both written and oral
- Customer service oriented



PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee typically sits for most of their workday. The employee is occasionally stands, walk, reach with hands and arms; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision.

Occasional travel including overnight stays may be required.

The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet Work schedule is Hybrid. There is a requirement for new employees to be in the office 2-3 times a week during their first 6 months of employment to facilitate onboarding and team integration.

ABET CORE VALUES

The Accreditation Assistant. will embody the ABET Core Values by respecting the contributions provided by her/his co-workers, ABET Experts and customers. The values we embrace:

- **Authentic** - My actions will reflect the respect I have for the professional relationships we have developed. I will balance my objectives with sensitivity for others while instilling trust in those with whom I work.
- **Business-Like** - I will conduct myself professionally at all times, while committing to delivering world-class results and satisfying experiences – both inside our organization and while interacting with our external stakeholders.
- **Expert** - I will demonstrate expertise in my area of responsibility, constantly challenging myself to learn more while applying those lessons learned to improving the efficiency and impact of our organization. I am also committed to taking advantage of the opportunities ABET provides me to refine my expertise and help further my professional development. I will seek out and participate in assignments that I am qualified by education and experience and will rely on the expertise of my peers in the areas outside of my own.
- **Targeted** - I will focus my efforts on specific objectives that will enable me to deliver results to create a positive impact to further ABET's core purpose.