



JOB NOTICE

ASSOCIATE EXECUTIVE DIRECTOR OF INSTITUTIONAL REVIEW & COMPLIANCE

The Accrediting Bureau of Health Education Schools (ABHES) seeks a full-time Associate Executive Director of Institutional Review & Compliance to be responsible for the management and oversight of regulatory compliance and programs for accredited institutions and programs, including program-related initiatives and financial capability assessments, in accordance with established standards, policies, and procedures. This individual will monitor state and federal regulations, keep abreast of accreditation issues in higher education that impact membership, and spearhead initiatives to educate regulatory bodies about ABHES accreditation.

This individual will be part of the ABHES leadership team and will work collaboratively with other staff and members to ensure the quality and integrity of the accreditation process. The position reports directly to the Executive Director.

Major responsibilities include management, oversight, process enhancement/refinement activities and supervision of staff; reviewing, researching and processing data related to institutional compliance in areas such as accreditation, constituent complaints, agency notices, progress reports, and financial review. Other duties include but are not limited to the successful implementation and oversight of monitoring, advising and responding to matters regarding the impact of state and federal regulation on health care education and graduate employment; drafting “position papers” and responses to proposals; delivering professional presentations at conferences; providing regulatory and other professional advice to the Board and staff on matters regarding complaints, teach-outs, various membership applications, and legal risk management; overseeing, reviewing and acting on program-related applications; reviewing and investigating financial concerns raised by the U.S. Department of Education regarding institutional compliance; preparing correspondence to institutions consequential to the Commission’s decisions relative to accreditation; and preparing annual budget forecasts and managing assigned accounts.

Qualifications/Requirements

- Graduate degree in education administration or related field; Juris Doctor degree with prior in-house counsel experience in higher education strongly preferred
- 7+ years of experience in postsecondary education/accreditation
- 5+ years of managerial experience with well-developed leadership and interpersonal communication skills with innovative thought processes
- Excellent writing skills, detail oriented with the ability to multitask to meet deadlines, and work well independently as well as in a team environment
- Ability to remain focused and adapt quickly in fast-paced work environment
- Adhere to Code of Conduct and Professional Ethics

- Team Player with excellent customer service abilities, strong communication skills, ability to work with all levels within the organization and demonstrate a high level of professionalism

Competitive salary/benefits package. Send cover letter, resume and salary expectations to employment@abhes.org. ABHES will move swiftly to fill the position.

All applicants are subject to a reference and background check including credit-check and must commit to protection of employee privacy and corporate proprietary in handling of confidential and/or financial information.

