



## COUNCIL ON SOCIAL WORK EDUCATION

**JOB TITLE:** Accreditation Specialist

**FLSA STATUS:** Exempt

**REPORTS TO:** Director, Office of Social Work Accreditation

**OFFICE:** Office of Social Work Accreditation

**EFFECTIVE DATE:** June 17, 2014

---

### **POSITION SUMMARY**

CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation for social work practice and ensuring that social work programs meet them. In accordance with the requirements of CSWE's recognition body, the Council for Higher Education Accreditation, the Office of Social Work Accreditation administers a multistep accreditation process that involves program self-studies and benchmarks from social work programs, site visits, and COA reviews of social work programs. The accreditation specialist provides technical assistance and consultation to social work programs in the United States and its territories seeking candidacy or undergoing accreditation review. The incumbent facilitates COA reviews of social work programs, assists commissioners with detailed understanding of the accreditation processes and procedures, and provides background and clarifying information about programs under COA review. The position involves work with computer, database, and Web applications to facilitate accreditation workflow management; writing reports and decision letters; and providing training workshops for commissioners, programs, and site visitors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides technical assistance regarding accreditation standards, processes, and procedures to social work programs seeking candidacy or accredited status
- Provides consultation to programs on curriculum design related to social work competencies and assessment of student learning outcomes
- Collaborates with COA
- Participates in training programs (online and in person) and related program activities
- Understands and applies accreditation policies and procedures as COA makes program decisions
- Maintains and applies knowledge of current and evolving issues, trends, and information related to social work education and accreditation
- Manages the distribution of program accreditation materials for commissioners, programs, and site visitors
- Reviews program materials for completeness, accuracy, and compliance with accreditation standards during precandidacy, candidacy, initial accreditation, and reaffirmation
- Communicates COA decisions to programs accurately and in a timely manner
- Works with basic computer applications, all components of MS Office, and database and Web applications for workflow management

- Provides individual and group consultations to program representatives at professional conferences
- Interfaces with public about social work as a career, educational and licensure requirements, and accreditation

### **MINIMUM QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

- Master's degree in social work or a related field required and experience in social work education or in higher education accreditation
- Ability to demonstrate working knowledge of accreditation standards and procedures
- Computer proficiency that includes advanced functions in software applications such as Microsoft Office, and an understanding of technology applications for workflow management, particularly database operations, learning management systems, and online accreditation management systems
- Excellent interpersonal skills and ability to interact professionally and effectively with all levels of staff and members
- Ability to work independently and as part of a team
- Ability to provide training online and in person
- Excellent communication, organization, and problem-solving skills
- Strong attention to detail
- Demonstrated organizational and follow-through skills
- Ability to handle multiple priorities and adhere to strict deadlines
- Ability to travel and work on weekends six to eight times a year

### **PREFERRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS:**

- PhD (preferably in social work)
- Experience in a university setting
- Experience teaching in a social work program and developing social work curriculum related to competencies
- Experience with assessment of student learning outcomes
- Spanish-speaking to work with programs located in Puerto Rico

### **ADA SPECIFICATIONS**

This position is primarily sedentary and is performed in an office setting. The physical demands of this position are limited to the ability to lift up to 30 lbs. and bend, stoop, and carry articles used in program activities. Occasional travel within the United States and work on weekends may be necessary.

---

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.