

Job Title	Accreditation Specialist
Employer/ Agency	COUNCIL ON SOCIAL WORK EDUCATION
Job Description	<p>CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation for social work practice and for ensuring social work programs meet the standards. In accordance with the requirements of CSWE's recognition body, the Council for Higher Education Accreditation, the Department 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.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none">• 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 on reviews of programs in commission meetings and other commissioner activities related to accreditation• 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 pre-candidacy, candidacy, initial accreditation, and reaffirmation
- Communicates COA decisions to programs accurately and in a timely manner
- Works with basic computer applications, all components of Office 365, and database and Web applications for workflow management, particularly in the area of an online accreditation management system
- Provides individual and group consultations to program representatives at professional conferences
- Interfaces with the public about social work as a career, educational and licensure requirements, and accreditation

Qualifications

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, including knowledge of advanced functions in applicable software applications such as Microsoft Office, and understanding of technology applications for workflow management, particularly database operations, learning management systems, and online accreditation management systems
- Excellent interpersonal skills and the ability to interact professionally and effectively with all level of staff and members

- Ability to handle a sizeable caseload of programs and develop relationships with social work programs assigned
- Ability to work independently and as part of a team to carry out various processes and procedures in accreditation of social work programs
- Ability to provide training online and in person
- Excellent communication, organization, and problem-solving skills and the ability to exercise careful attention to detail
- Demonstrated organizational and follow-through skills
- Ability to handle the details of multiple priorities simultaneously 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

Salary/Hours	Exempt
Employer/Agency	COUNCIL ON SOCIAL WORK EDUCATION
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	Phone calls accepted at +1.703.519.2055
Fax Number	FAX: +1.703.683.8099
Email Address	jobs@cswe.org



Application Method	To apply for these career opportunities at CSWE, please submit a cover letter of interest, resume, and salary requirements to Human Resources, CSWE, 1701 Duke Street, Suite 200, Alexandria, VA 22314, FAX: +1.703.683.8099 or jobs@cswe.org .
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.