



## POSITION ANNOUNCEMENT

### VICE PRESIDENT FOR RECOGNITION SERVICES

### COUNCIL FOR HIGHER EDUCATION ACCREDITATION/ INTERNATIONAL QUALITY GROUP

The Council for Higher Education Accreditation/International Quality Group (CHEA/CIQG), a private nonprofit national association based in Washington, DC, seeks candidates for the position of Vice President for Recognition Services. CHEA/CIQG provides coordination of accreditation throughout the United States as well as focusing on quality assurance internationally. CHEA also serves as an advocate to enhance academic quality in higher education through accreditation and quality assurance. It is an institutional membership organization of degree-granting colleges and universities and recognizes 60 U.S. institutional and programmatic accrediting organizations.

**Responsibilities:** Reporting to the President of CHEA/CIQG, the Vice President for Recognition Services will provide leadership and oversight for the CHEA recognition function. This includes management of CHEA recognition reviews, the periodic scrutiny of accrediting organizations based on the standards and requirements of the CHEA *Recognition Policy and Procedures*. It includes working with accrediting organizations seeking recognition and with the CHEA Committee on Recognition that is responsible for recommendations on recognition status to the CHEA Board of Directors: preparing meeting materials and updating information related to the status of CHEA-recognized accrediting organizations. The position also calls for maintaining key CHEA recognition information contained in CHEA databases and keeping the public informed about CHEA recognition and CHEA-recognized accrediting organizations. At present, 60 national, regional and programmatic organizations are recognized by CHEA.

**Qualifications:** Experience and a thorough understanding of U.S. accreditation are essential, accompanied by a background and excellent skills in organizing and managing complex processes. Ongoing attention to detail and follow-up are key to successful performance in the position. An earned master's degree or higher is required for the position.

**Applications:** Review of applicant materials begins immediately and will continue until the position is filled. Information about CHEA/CIQG is available on the home page of the Website at [www.chea.org](http://www.chea.org). Salary is commensurate with background and experience. The position is to be filled as soon as a successful candidate is available.

Applicants need to submit a letter of interest, resume, salary requirements, a short writing sample illustrating the requirements and qualifications noted above and three to five professional references with current contact information. One reference must be from a current or prior supervisor.

Please submit applications by email to [abbott@chea.org](mailto:abbott@chea.org) or by mail to the address below, Attn: Vice President for Recognition Services. Only applications that include all materials noted above will be considered. All inquiries and applications will be treated as confidential.

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