

## Coordinator, SACS

**FLSA Status:** Exempt

**Pay Grade:** 20

**Job Title ID:** 14057

**Job Series/Job Family:** Effectiveness & Accountability Series / Institutional Research & Effectiveness Family

### Reports To

Executive Vice President/Provost

### Job Purpose

To coordinate the development, implementation, and maintenance of processes and submission of reports to meet Southern Association of Colleges and Schools (SACS) requirements, including substantive changes and faculty credentials.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Maintains current information on SACS policies and procedures.
2. Coordinates the submission of notifications and other appropriate documentation under the SACS Substantive Change policy.
3. Develops, implements, and maintains appropriate processes and systems to meet SACS documentation and reporting requirements.
4. Develops, implements, and maintains appropriate processes and systems to meet SACS faculty credentials requirements.
5. Coordinates the dissemination of information about SACS policies and procedures to the College community.
6. Working with the SACS Liaison, coordinates activities related to SACS compliance.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Institutional effectiveness.
- Faculty credentials issues.
- Planning processes within higher education.
- Student learning outcomes assessment processes.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effective writing, particularly clear, concise responses to SACS requirements.
- Coordinating SACS compliance processes.
- Developing systematic project documentation and coordinating the submission of SACS reports.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using advanced office software applications with an emphasis on designing and preparing statistical charts, tables, and graphs.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

### **Work Experience**

#### ***Required***

- Two years related work experience.

#### ***Preferred***

- Two years work experience in SACS compliance reporting, faculty credentials, institutional assessment, institutional research/analysis, and institutional planning in higher education.

### **Education**

#### ***Required***

- Bachelor's degree in related field.

#### ***Preferred***

- Master's degree in related field.

### **Other**

#### ***Preferred***

- Knowledge of current requirements for accreditation by the Southern Association on Colleges and Schools (SACS) Commission on Colleges.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.