

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **April 23, 2025** and expires **April 29, 2025**.

Eligible employees* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **April 29, 2025**.

JOB NO.

0425-35

WORK AREA

Campus

CLASS & EMPLOYMENT CONDITION

Management Analyst 1
Unlimited, Full-Time

NORMAL HOURS OF WORK

Monday—Friday
8:00am—4:30pm

GENERAL DESCRIPTION OF JOB

The Accreditation Coordinator provides advanced academic, technical, and administrative support for the university’s institutional and specialized accreditation operations. The Accreditation Coordinator is responsible for developing and managing systematic processes, designing and maintaining information management architecture, and securing accreditor approvals for academic curriculum. The coordinator is responsible for regularly evaluating key processes and systems and preparing analytical reports that include proposals to enhance operational effectiveness and efficiencies. This position maintains currency and fluency in institutional accreditation standards, policies, and procedures and serves as an accreditation operational specialist for the university.

Minimum Qualifications *(expected to have to enter job):*

- One year of experience performing operational analyses, determining recommendations for improvement, collaborating on process change implementation, and monitoring resulting effectiveness and efficiency.
- Demonstrated general knowledge of a university’s mission; institutional effectiveness; assessment of student learning; academic program review; accreditation standards; data-informed decision-making; and data/information management systems.
- Strong analytical, organizational, and written and oral communication skills.
- Proven ability to implement and evaluate the effectiveness of operational processes and systems.
- Proven ability to work collaboratively and build commitment to a culture of continuous improvement.
- Ability to work effectively with people from diverse backgrounds.

Preferred Qualifications *(desired but not expected to have to enter job):*

- Master’s degree in a relevant field (e.g. education, higher education administration, data analytics)
- Professional experience in institutional accreditation within a higher education setting.

***To be eligible to interest bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**