**December 2022**

**Position Announcement: Accreditation Administrator**

**The Commission on English Language Program Accreditation, Alexandria, VA**

The Commission on English Language Program Accreditation (CEA) seeks experienced English language professionals with administrative experience to fill multiple open positions beginning in early 2023. The ideal candidates will have documented interest in promoting CEA’s mission to advance quality assurance in English language teaching and administration in the U.S. and internationally, successful experience in postsecondary English language training or related administration, knowledge of various English language program and institution models, and appropriate formal qualifications.

CEA anticipates hiring multiple successful candidates for full-time, part-time and remote positions. Compensation is based on experience. Start date to be determined with the candidate.

**About CEA**

CEA is celebrating its 20th year of recognition by the U.S. Department of Education for the accreditation of English language programs in universities and colleges and for the accreditation of independent English language schools in the U.S. In addition, CEA offers general accreditation for English language programs and schools internationally. CEA was established in 1999, through the support of English language professionals and professional associations, as a non-profit accrediting agency. CEA currently accredits 350 programs and institutions. CEA is known worldwide for the quality of the peer review and evaluation process that it promotes through the reliable application of the *CEA Standards for English Language Programs and Institutions*. Additional background, including CEA’s current Strategic Plan, is available at [www.cea-accredit.org](http://www.cea-accredit.org).

**Position**

The Accreditation Administrator position will report to the Executive Director, with significant collaboration, interaction, and supervision from other members of CEA staff. The successful candidate will have responsibilities in the following areas:

* Acting as case manager for selected applicant cohorts throughout their accreditation process
* Analyzing site reporting requirement reports, interim reports and substantive change reports
* Conducting CEA workshops and making public presentations regarding CEA
* Coordinating regular updates of CEA’s primary handbooks and materials, identifying the need for and developing new materials and resources
* Editing and proofreading reports and other CEA documents
* Maintaining up-to-date knowledge of SEVP and other regulations relevant to CEA and sites
* Managing and processing documentation related to applications, self-study reports and annual report submissions
* Monitoring and reporting on trends in the field and identifying issues that impact CEA
* Preparing written analyses and reports for the Standards Compliance Committee and the Commission
* Providing input on the development of policies and procedures for implementation of the accreditation process
* Serving as CEA representative on site visits
* With other staff, identifying and implementing improvements to processes
* Working with fellow staff members to manage data collection and accreditation-related research projects

The position offers a long-term opportunity for one or more individuals. CEA seeks highly organized and detail-oriented professionals who can work both autonomously and in collaboration with others; are knowledgeable about the variances in the field and able to engage equitably with the variety of IEPs and ELPs among CEA’s accredited sites; understands the confidentiality requirements and other responsibilities related to CEA’s unique position as an accreditor; and is committed to ensuring compliance with CEA’s requirements while also fostering continuous improvement among applicant and accredited sites.

**Qualifications:**

Required:

* MA in TESOL or closely related field
* 2 years of experience in the field of postsecondary English language teaching and administration
* Ability to travel within the US/internationally several times a year for up to a week at a time
* Experience with a variety of English language program and institution models
* Documented success in designing and managing projects and working with groups of fellow professionals to complete projects
* Evidence of excellent analytic, writing, editorial and proofreading skills
* Evidence of ability to effectively communicate verbally and to make presentations
* Evidence of ability to successfully manage multiple tasks in an electronic and virtual environment
* Familiarity with Microsoft Office products, including Word, Excel, Sharepoint, OneDrive and virtual communication platforms such as Teams and Zoom

Preferred:

* PhD or EdD in a relevant field
* 5-7 years of experience in the field of postsecondary English language teaching and administration
* Documented knowledge of the CEA accreditation process and well-developed understanding of the *CEA Standards for English Language Programs and Institutions*, such as experience with CEA as a volunteer peer reviewer or commissioner
* Demonstrated capacity with research design and data collection to carry out qualitative and quantitative research projects
* Experience with SEVIS as a PDSO or DSO
* Project management and staff management experience
* Nonprofit or volunteer board service or leadership roles and knowledge of budgeting and finances
* Documented knowledge of trends, issues, and regulations relevant to postsecondary English language programs and institutions
* Evidence of skill in planning, developing procedures, and evaluating implementation

**To apply:**

If you meet the qualifications above, submit a cover letter specifying how you would fit the position, detailing your particular areas of qualification and your preference for full-time, part-time, and/or remote work. Include a resume, salary requirements, and three references with email and telephone information for each to [applications@cea-accredit.org](mailto:applications@cea-accredit.org). The subject line of your email should be your first and last name. CEA seeks to fill this position in early 2023, with an ideal start date no later than March 15, 2023. Review of applications will begin January 10, 2023. Initial interviews will be conducted remotely. Start date and employment conditions will be negotiated with the chosen candidate. If requested by the agency and permitted by law, successful candidates must agree to undergo a background check.