CEPH seeks a full-time Accreditation Specialist. CEPH is committed to building a culturally diverse staff and strongly encourages applications from minority candidates.

Ideally, the individual selected will be available to begin employment in early November, 2017, though candidates with other availability may be considered.

The position is located in Silver Spring, MD, which is on the northern border of Washington, DC. Silver Spring is serviced by the Metrorail Red Line, Metrobus and numerous other transit options.

Partial telework opportunities (max of 2 days/week) available after 6 months of employment, in accordance with CEPH telework policy.

Total compensation package between $66,000 and $70,000 includes the following:

- salary of $51,000 to $54,000, commensurate with education and experience
- additional 10% of base salary deposited in 403(b) retirement account with no employee contribution or match required (begins after 6 months of employment)
- 100% employer-paid premium for individual platinum health insurance plan, 70% paid premium for eligible family members
- dental insurance (full premium employer-paid)
- vision insurance (full premium employer-paid)
- group life insurance at $50,000 (full premium employer-paid)
- long and short-term disability insurance (full premium employer-paid)
- Metro Smart Benefits up to $150 per month, depending on actual travel costs
- up to $1500 annually to reimburse eligible professional development expenses (available after 6 months employment)
- optional employee-funded tax-deferred salary contribution to retirement account

Qualifications:

- MPH from a CEPH-accredited school or program (required)
- Excellent writing skills and strong interest in professional writing/editing
  - Candidates with a baccalaureate degree in a writing-intensive major, such as English or journalism are particularly encouraged to apply
- Interest in higher education policy and issues
- Ability to travel domestically approximately 15-20%
  - Travel dates typically defined at least 4-6 months in advance
- Comfort and skill with public speaking
- Ability to manage multiple tasks, projects and details simultaneously
- Ability to work independently and accomplish assignments on deadline
- Excellent interpersonal skills, including the following:
  - team leadership and teamwork with internal and external parties
  - political savvy
- Excellent analytical skills and comfort with decision making
Accreditation specialist duties include the following:

- Manage the accreditation review process, including site visit logistics, for assigned institutions
- Serve as on-site coordinator for accreditation site visits at universities located throughout the US
- Edit and prepare sections of site visit team reports
- Assist with developing training materials and conducting training sessions
- Respond to stakeholder inquiries
- Assist Executive Director and Deputy Director with special projects, board meeting materials, etc., as required

See detailed Criteria for Success, attached.

Please send cover letter, resume and writing sample* to:

Mollie Mulvanity  
Deputy Director  
Council on Education for Public Health  
1010 Wayne Avenue, Suite 220  
Silver Spring, MD 20910  
mulvanity@ceph.org

[www.ceph.org](http://www.ceph.org)  
No phone calls, please.

* Writing sample should be a paper or product with minimal outside editing (e.g., no published articles, group projects, etc.).
Accreditation Specialist Criteria for Success:

Job Knowledge
- Demonstrates a thorough understanding of CEPH criteria and procedures
- Accurately explains the accreditation process from the inquiry phase through the final decision to various stakeholders, including faculty, administrators & volunteers.
- Applies and interprets accreditation criteria and procedures in novel situations
- Analyzes preliminary self-study documents, thoroughly and accurately identifying all issues with completion and compliance
- Integrates evidence from final self-study documents with evidence gathered on-site to assist team members in making sound conclusions consistent with criteria

Communication
- Expresses ideas and information in a manner that is complete, clear, concise, organized and appropriate to audience
- Prepares accurate correspondence with attention to detail (eg, free of errors, customized to the person/situation, catches errors or anomalies generated by database)
- Delivers clear written and oral feedback on preliminary self-studies in a manner that is professional, direct and understandable to constituents
- Tailors communications with constituents in a manner that is sensitive to their professional and personal perspectives
- Prepares written accreditation reports that show attention to substantive and formal (eg, editing, formatting) issues
- Effectively delivers oral presentations during official CEPH events, with attention to both content and delivery style

Initiative/Adaptability
- Generates ideas and initiates action to seek information to solve problems or follow through with a task; self-starter
- Displays flexibility and cooperation
- Deals effectively with change and ambiguous situations
- Demonstrates “can do” attitude and willingness to learn new duties and skills
- Proactive in understanding the changes in our environment

Constituent Focus
- Responds to volunteers and program/school representatives and other constituents in a timely and accurate fashion
- Competently manages logistics leading up to the site visit, including agendas, site visitor travel inquiries, program/school inquiries, etc.
- Supports CEPH board meetings in-person in an appropriate manner, demonstrating awareness of the roles of staff vis a vis the Board [if applicable]
- Represents CEPH at professional meetings, with attention to context and role [if applicable]

Interpersonal Skills, Teamwork & Relationships
- Listens to others; is open-minded to and evaluates suggestions from others
- Develops and fosters professional relationships with co-workers
- Develops and fosters professional relationships with volunteers and school/program representatives
- Values diverse work-styles, approaches and thoughts; treats others with respect and fairness
- Supports team members in a competent and professional manner during site visits
- Consistently represents CEPH’s culture and values when interacting with constituents
- Supports the organization’s mission by contributing, as requested, to longer-term, multi-step or special projects
- Supports other staff members as required, even when duties fall outside of typical job responsibilities

Reliability
- Arranges schedule (including remote work, planned vacations, etc.) to ensure seamless conduct of all job responsibilities
- Completes responsibilities with minimal direct supervision, follows through to completion and meets deadlines
- Demonstrates effective planning and organizing; plans ahead, effectively organizes work and practices effective priority and time management
- Delivers work that is accurate and of consistently high quality

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1 Successful candidate will receive training in this domain after hiring and is not expected to possess job knowledge at the time of application.