POSITION ANNOUNCEMENT

PROGRAM REVIEW ANALYST – CREDENTIAL REGISTRY SPECIALIST

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Program Review Analyst-Credential Registry Specialist. This position reports to the Director of Instruction and Special Projects.

PURPOSE: To assist the Director of Instruction and Special Projects in carrying out the program review functions of the Alabama Commission on Higher Education in coordination with the Alabama Committee on Credentialing and Career Pathways (ACCCP).

RESPONSIBILITIES:

- Analyzes and makes recommendations concerning degree and non-degree credentials submitted for inclusion in Alabama’s Credential Registry and Compendium of Valuable Credentials.
- Responds to inquiries and requests regarding the Credential Registry and Compendium of Valuable Credentials.
- Uses a web-based database and workflow system to keep track of credential provider information and credentials submitted for review.
- Coordinates with technical staff to provide troubleshooting support for clients to complete their submissions.
- Prepares documentation for the Alabama Committee on Credentialing and Career Pathways and its Technical Advisory Committees, and schedules credential review meetings as assigned.
- Communicates with institutional personnel, representatives of professional organizations, representatives of government agencies, and the public by email, telephone, virtual meetings, in-person meetings, and correspondence in order to collect and analyze relevant credential information.
- Researches topics/issues facing the Commission and/or higher education and composes reports and analyses, as assigned.
- Writes staff recommendations, discussion items, information items, letters, position papers, technical and narrative reports, and policies, as assigned.
- Reviews and analyzes documents at the request of the Director of Instruction and Special Projects.
- Maintains logs and records associated with the credential review functions of the unit, as assigned by the Director of Instruction and Special Projects.
- Performs other tasks as assigned by the Director of Instruction and Special Projects or the Executive Director.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of a baccalaureate degree from a regionally accredited college or university.
- Proficient in Microsoft Word, Power Point, and Excel.
- Experience with Microsoft’s Windows 10 operating system.
- Ability to work independently, be self-directed, and be solutions-oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.

DEADLINE FOR APPLICATIONS: Position opened until filled. Application reviews will begin on June 2, 2021.

SALARY: $48,865 to $56,656 dependent upon experience.

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) resume and (3) an ACHE Application (found on ACHE website at ache.edu under “About Us/Employment Announcements”). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist. Emailed applications only.

SEND TO: Tim Vick, Director of Operations at: tim.vick@ache.edu.

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER