



**JOB TITLE: Manager, U. S. Accreditation**

Division:	Accreditation		Reports To:	Senior Director, Accreditation Operations
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**SUMMARY:** The Manager, U. S. Accreditation manages accreditation activities conducted with higher education institutions located inside the United States. S/he is responsible for budget and procedure development relevant to domestic accreditation. Essential for this position is an intimate knowledge and understanding of ABET accreditation criteria, policies, procedures, and practices. With support from administrative staff, the Manager, U. S. Accreditation is responsible for addressing accreditation queries from constituents within the U.S. and is responsible for the identification and implementation of continuous process improvements related to this segment of ABET’s core accreditation business.

The Manager, U. S. Accreditation reports to the Senior Director, Accreditation Operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These duties and responsibilities require high levels of accuracy, attention to detail, thoroughness, and efficiency. Other duties may be assigned.

- Execute/Monitor Request for Evaluation (RFEs) for accreditation within the U.S. ensuring eligibility requirements are met and programs are assigned to appropriate commission/program areas.
- Collaborate in the development and reporting of accreditation cycle statistics.
- Engage with ABET HQ staff and commission leadership to support all activities of the four ABET accreditation commissions including: document management; training materials; the development of procedures and practices related to accreditation reviews and the development of resource materials for institutions/programs seeking accreditation.
- Oversee domestic review team assignment process.
- Monitor visit activities within the U.S. and provide guidance/support to visit team members.
- Provide response/assistance/support to urgent situations/requests should they arise during travel within the U.S. for ABET team members, observers and ABET staff members participating in reviews.
- Collaborate with Accreditation staff and the Accounting Department to approve travel inside the U.S. for assigned team members.
- Collaborate with the Communications Department in maintaining the currency of the website content and documents relevant to support accreditation reviews within the U.S.
- Collaborate with Communications and Marketing to conduct surveys and prepare annual reports on visits within the U.S. for the purpose of continuous improvement.
- Collaborate with the Training Manager and/or the Accreditation Council Training Committee to support continuous improvement of volunteer performance.
- Research and make recommendations for handling new requests from potential/prospective U. S. constituents for accreditation.
- Communicate with and provide guidance to prospective/new institutional constituents.
- Communicate with state licensing authorities that depend upon ABET accreditation for qualifying applicants.
- Engage with the Manager, International Accreditation to jointly manage the Readiness Review process with the senior accreditation staff.
- Work with the senior accreditation staff to develop guidelines for Readiness Reviews, organize meetings, project the volume of requests, monitor the process, and facilitate continuous improvements.
- Communicate with US institutions from providing guidance, facilitating invoicing/billing, preparing letters regarding Readiness Review recommendations to advising institutions regarding their options.
- Report updates/results to the senior accreditation staff.

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## JOB DESCRIPTION

POSITION:  
MANAGER

- Liaise with ABET Bridge, including, but not limited to, referring consultancy requests, and providing input/information.
- Conduct independent research and analysis of educational delivery systems, quality assurance methodologies, and other topics relevant to ABET's accreditation activities within the U.S.
- Provide input/updates to the other departments as requested.
- Develop budgets for accreditation activities to be conducted within the U.S.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises assigned accreditation department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily and accurately. This is highly skilled work requiring comprehensive knowledge to perform complex assignments and resolve a wide range of problems. The requirements listed below are representative of the knowledge, skills, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

Baccalaureate degree from an accredited institution.

At least five (5) years relevant experience.

Proficient in word processing, spreadsheets, and database applications software.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Strong research, analytical writing, communications skills, and project management required.

Knowledge of higher educational system inside the United States and of the ABET accreditation processes and criteria required.

Superior interpersonal skills; adept at interacting with senior executives in business and governmental agencies, and with institution faculty and administrators.

Work style focuses on accuracy, quality, and professional decorum.

Must be able to work with minimal supervision while exercising independent judgment and discretion on matters relating to assigned duties.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## JOB DESCRIPTION

POSITION:  
MANAGER

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; sit; reach with hands and arms; and stoop, kneel, or crouch.

Occasional travel including overnight stays may be required.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

### ABET CORE VALUES

The Manager, U. S. Accreditation will embody the ABET Core Values by respecting the contributions provided by her/his co-workers, ABET Experts and customers. The values we embrace:

- **Authentic** - My actions will reflect the respect I have for the professional relationships we have developed. I will balance my objectives with sensitivity for others while instilling trust in those with whom I work.
- **Business-Like** - I will conduct myself professionally at all times, while committing to delivering world-class results and satisfying experiences – both inside our organization and while interacting with our external stakeholders.
- **Expert** - I will demonstrate expertise in my area of responsibility, constantly challenging myself to learn more while applying those lessons learned to improving the efficiency and impact of our organization. I am also committed to taking advantage of the opportunities ABET provides me to refine my expertise and help further my professional development. I will seek out and participate in assignments that I am qualified by education and experience and will rely on the expertise of my peers in the areas outside of my own.
- **Targeted** - I will focus my efforts on specific objectives that will enable me to deliver results to create a positive impact to further ABET's core purpose.

EMPLOYEE NAME:

Employee Signature:

Date:

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