The Commission on Accrediting of The Association of Theological Schools seeks a Director, Commission Information Services beginning January 4, 2017. The Search Committee is now accepting applications and nominations at ruiz@ats.edu. Interviews will begin as early as October 24, 2016, and will continue until the position is filled. Applications should include: (1) a letter of interest, (2) a curriculum vitae, and (3) contact information for three references.

SUMMARY:

The Director, Commission Information Services is a professional position that supports the work of the Commission on Accrediting of The Association of Theological Schools (ATS). The Director is responsible for: (1) managing the official records of the ATS Commission on Accrediting; (2) handling requests for Commission-related information, including Associate Membership inquiries and reports for such agencies as the US Department of Education; (3) processing reports, petitions, and other Commission-required documents; and (4) supporting the work of the ATS Board of Commissioners and the organization’s accrediting functions. The Director, an employee of ATS who reports to the Senior Director, Accreditation and Institutional Evaluation, has principal assignment to the Commission on Accrediting and may occasionally work in other areas of the Association. This position is distinct from that of Director, Accreditation and Institutional Evaluation, in that the Director neither serves as a liaison nor staffs evaluation visits to member schools, and is expected to meet the expectations of the position primarily from the ATS offices in Pittsburgh, Pennsylvania.

SPECIFIC PORTFOLIO:

(1) Managing the official records of the ATS Commission on Accrediting: The Director maintains institutional accreditation histories as well as accrediting-related actions in the ATS and Commission databases, oversees the print and electronic filing systems for accrediting records, and organizes and expands the use of electronic resources and emerging technologies by the Board of Commissioners and the accrediting staff to support and facilitate their work. The Director may provide oversight for the ATS Annual Report Form process.

(2) Handling requests for Commission-related information: The Director responds to initial inquiries from various publics regarding the work of the Commission, including formal requests from outside agencies such as the US Department of Education. The Director also provides support to institutions interested in pursuing membership with The Association of Theological Schools and facilitates the Association’s Associate Membership application process.

(3) Processing reports, petitions, and other Commission-required documents: The Director receives and prepares for review by accreditation directors reports, petitions, and other administrative documents from Commission member schools, as well as provides administrative oversight of the Commission’s complaint process, and monitors compliance with various internal and external reporting and disclosure requirements related to accreditation.

(4) Supporting the work of the ATS Board of Commissioners and the organization’s accrediting functions: The Director is responsible for the preparation and circulation of agenda books and other materials related to the semi-annual meetings of the Board of Commissioners, Board-authorized Reader Panels, and other Board-related meetings. In coordination with the Senior Director and the Secretary of the Board of Commissioners, the Director also ensures that the minutes and records of these meetings are prepared and recorded. The Director works collegially with other accrediting staff and provides needed assistance in support of the accrediting work of the organization.

(5) Additional Duties: As appropriately assigned or requested by the Senior Director, Accreditation and Institutional Evaluation.

BENEFICIAL SKILLS AND EXPERIENCE:

The Director shall normally possess a graduate degree in theological studies, higher education administration, library and information services, or a cognate discipline. Approximately five years of experience in theological education or similar higher education contexts is preferred. Accreditation-related experience is desirable but not required. The successful candidate will have demonstrated abilities to work effectively with a highly educated and diverse constituency, to organize electronic records and digital information, to think creatively and analytically, to manage complex tasks and multiple agendas, to work collaboratively with other director and administrative staff, to work in a technologically enhanced and production-oriented environment, and to communicate effectively both orally and in writing to a broad constituency. In addition to English, written and/or conversational skills in languages such as Spanish, French, or Korean are desirable.