



POSITION ANNOUNCEMENT

NASPAA Accreditation Associate

May 9, 2016

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. We are a membership association of over 300 graduate education programs in public administration, public policy, and public affairs, and the global accreditor of master's degree programs in these fields. The Commission on Peer Review and Accreditation (COPRA), housed within NASPAA, is the Council for Higher Education Accreditation (CHEA)-recognized accreditation body for graduate degree programs in public policy, administration, and affairs, globally.

We are seeking a full-time, professional staff member. The individual taking this position will help shape the future of NASPAA Accreditation and quality assurance processes, and will be a vital member of our ten person staff. This is an exciting opportunity for someone interested in building policy skills in an international, nonprofit setting.

Primary Responsibilities

- **Program Management:** Supporting the global NASPAA Accreditation process, including liaising with schools entering and undergoing the self-study and review processes, serving as a resource for questions relating to the accreditation standards, coordinating site visits, identifying opportunities to enhance available resources, and providing assistance to COPRA, including work on policies, decision letters, and interim reports.
- **Volunteer Development and Management:** Developing, training, liaising with, and retaining a diverse pool of accreditation volunteers, including site visitors, committee members, and other accreditation volunteers. This includes working with other NASPAA staff to set education and training priorities, develop online resources, identify gaps in the volunteer pool, improve outreach strategies to recruit new volunteers, as well as maintain the accreditation volunteer database.

Additional Responsibilities

- **Program Evaluation:** *Internal:* Drafting and editing the annual NASPAA Accreditation Data Report, NASPAA's public resource on accredited program data and trends; administering surveys to support quality improvement in accreditation. *External:* Developing expertise on strategic program management and program quality improvement, as it relates to the NASPAA Accreditation Standards, to support programs seeking accreditation and advance practice in the public affairs field.
- **Communications:** Supporting accreditation-wide communications, including updating and contributing to the NASPAA Accreditation website, disseminating best practices in strategic program management, and working with other Staff to enhance overall communications tools.
- Other duties as assigned by the Chief Accreditation Officer (CAO), including meeting planning, outreach, reimbursement processes and other administrative matters, and working on policies related to accreditation.
- Working with other members of NASPAA staff on project teams as needed.

The successful candidate will be asked to demonstrate:

- Strong organizational, administrative, and time management skills, consistent with the ability to conduct and manage multiple projects to a high degree of administrative and substantive precision.
- Volunteer and project management skills, including working with NASPAA staff, committee chairs, and board members to set priorities, calls and meetings, as well as developing and executing work plans and timelines for projects.
- Ability to analyze, synthesize, think critically, solve problems, and make decisions.
- Fluency in Microsoft Excel. Comfort orienting to new databases to obtain and analyze data and qualitative evidence.
- Clear, persuasive, and analytical writing in reports, presentations, and other communications. Ability to communicate effectively in newsletters, websites, and social media applications.
- Creativity and initiative, and a strong commitment to NASPAA's global mission of professional public service and public affairs education, and a sincere respect for public service.
- Strong interpersonal skills, including collaboration and leadership with internal and external stakeholders.
- Cultural competency, including communicating with a diverse set of programs and volunteers, and operating in a global context.
- Comfort and skill with public speaking.

QUALIFICATIONS

- Master's degree in a relevant field is highly preferred, especially a Master of Public Policy (MPP) or Master of Public Administration/Affairs (MPA).
- Academic work in program evaluation a plus.
- An understanding of the higher education sector, and MPA/MPP education in particular (or the ability to acquire it rapidly upon taking up the position).
- An understanding of the discipline of global public affairs education and practice, as well as its values orientation.
- A desire to work in a non-profit and academic-oriented setting and confidence in dealing with academics and government professionals.
- Experience conducting workshops or training sessions a plus.

We will consider candidates with a wide range of years of experience, with an assumption that for those earlier in their career there will be a stronger emphasis on further skill development and professional development.

This position reports principally to NASPAA's Chief Accreditation Officer (CAO). The successful applicant will work with the appointed members of COPRA, the CAO, and the Accreditation Manager & Director of Assessment to generate semi-annual reports and occasional strategic projects for the NASPAA Executive Council.

This is an exciting opportunity to help advance accreditation nationally—and globally—in the field of public policy/administration/affairs education. The successful candidate will have the vision, experience, and skills to work directly with the CAO, the Executive Director, other NASPAA staff, and leadership to accomplish this mission.

Salary/Benefits

Salary is commensurate with experience, and includes a full benefits package consisting of health insurance, paid vacation, federal holidays, sick leave, disability insurance, and TIAA-CREF pension contribution. Daily work hours are flexible around a core. Travel is expected to be approximately 20 days per year including required travel to two annual COPRA meetings and the NASPAA Annual Conference. Other travel is under the direction of the CAO.

The position is located in NASPAA's offices at 1029 Vermont Ave NW, Suite 1100, Washington, DC and is a permanent, exempt position, subject to a six month probationary review. NASPAA does not cover relocation expenses. NASPAA is an equal opportunity employer.

Application Deadline:

Applications will be accepted and reviewed until the position is filled.

Starting Date

July 1, 2016, though we will consider candidates with earlier or later start date interests.

Application Process:

Interested individuals should email a **letter of interest and resume** to Office Manager Monchaya Wanna at projectassistant1@naspaa.org, with the subject line "Accreditation Associate Position." The application letter should show that the applicant understands NASPAA's mission, as well as the relationship of the applicant's experience, skills, and abilities to NASPAA and position requirements. An applicant may submit names of references with the application letter and resume; however, these supplemental materials will not be reviewed in the initial stage. A limited number of applicants will be selected for interviews; names of references will be required from finalists following initial interviews.

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