



## ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

---

7777 Leesburg Pike, Suite 314 N. · Falls Church, Virginia 22043  
Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail: [info@abhes.org](mailto:info@abhes.org)

### **JOB DESCRIPTION**

#### **Accreditation Coordinator**

The Accrediting Bureau of Health Education Schools (ABHES), Falls Church, Virginia, seeks an individual for the position of Accreditation Coordinator. The Accreditation Coordinator is an entry-level position located in Falls Church, Virginia. This role provides support and interpretive guidance on accreditation standards to higher education institutions and evaluators before, during, and after on-site evaluation visits to assess compliance with the Standards of Accreditation. This position is ideal for applicants with interest in evaluation, quality, and/or education.

ABHES offers a collegial, team-based atmosphere, a professional work environment, and a generous benefits package.

#### **Primary Duties**

- Coordinate all aspects of the accreditation process for assigned school visits, including but not limited to scheduling visits, developing teams, preparing materials, providing administrative support for visit meetings, editing reports, maintaining records, and responding to inquiries.
- Evaluate school documentation for compliance with established standards, as well as provide consultative guidance and feedback to schools with respect to the application of standards at the practical level.
- Provide assistance to volunteers and Commissioners during their accreditation meetings related to their decision-making.
- Prepare draft correspondence (Commission Action Letters) to schools summarizing the Commission's accreditation decisions.
- Assist with additional accreditation initiatives, determined through consultation with their supervisor, based on organizational need and the coordinator's skills and interests.

**This position requires significant travel to higher education institutions across the U.S. and its territories. Approximately 13-15 days per month will be spent traveling during visit months (February, March, April, and August, September, October).**

#### **Desired Skills**

The ability to:

- Show significant attention to detail, with strong writing, editing, verbal communication, and analytical skills
- Organize visits and projects independently, with attention to meeting deadlines
- Participate collegially in a team-oriented environment
- Self-motivate and multi-task while working on various projects
- Provide excellent customer service

- Display professionalism when representing ABHES to schools, external organizations, and the public
- Work with confidential material in a collegial manner

### **Minimum qualifications**

- Bachelor's degree required
- Valid driver's license required
- Professional experience in higher education or accreditation preferred

To apply, please submit a cover letter and resume in an electronic format to [employment@abhes.org](mailto:employment@abhes.org). Applications will be reviewed on a rolling basis until the position is filled.

All applicants are subject to a reference and background check and must commit to the protection of employee privacy and corporate proprietary in the handling of confidential information.

[www.abhes.org](http://www.abhes.org)

*The mission of the Accrediting Bureau of Health Education Schools (ABHES) is to serve as a nationally recognized accrediting agency of institutions predominantly providing health education and programmatic accreditation in specific health education disciplines. ABHES is incorporated as a 501(c)(3) entity in the state of Virginia and is recognized by the United States Department of Education to accredit private and proprietary postsecondary health education schools and specific specialized programs on a programmatic level.*

*ABHES is an equal opportunity employer and provides equal employment and advancement opportunities to all qualified candidates regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other characteristics protected by federal, state or local laws.*

