



August, 2019

**Midwifery Education Accreditation Council**  
**POSITION DESCRIPTION**  
**Accreditation Coordinator**

The Accreditation Coordinator (AC) will organize and oversee activities related to initial accreditation, renewal of accreditation, maintenance of accreditation, and substantive change applications for member schools. This individual must exercise independent judgement, discretion, and sensitivity at all times during the accreditation process.

**Minimum Qualifications**

1. Baccalaureate degree
2. Five years professional work experience
3. Excellent written and oral communication skills
4. Ability to think and work independently
5. Administrative capabilities demonstrated by previous work experience
6. Familiarity and skill in word processing, electronic record keeping, PowerPoint
7. Demonstrated skill in writing and analysis
8. Ability to contribute to and advance team efforts
9. Willingness to travel
10. Highly organized and task oriented.

**Desirable Qualifications**

1. Commitment to the promotion of excellence in midwifery education through accreditation
2. Experience with direct-entry midwifery education
3. Knowledge of MEAC accreditation policies and procedures
4. Experience in the field of accreditation and/or higher education, including scheduling and conducting on-site evaluations
5. Background working with volunteers

**Accreditation Activities**

For each institution or program in the Accreditation Coordinator's portfolio, the AC will:

- Supervise receipt and distribution of accreditation materials
- Acknowledge receipt of accreditation materials from institutions and programs
- Review materials and communicate with institution/program directors, faculty, and administrators
- Review initial, re-accreditation and substantive change applications for completeness and accuracy
- Compile Accreditation Review Committee (ARC) materials
- Set dates for MEAC site visits

- Prepare and transmit all documents needed by MEAC site visitors/ ARC members so they can most effectively carry out their assigned duties
- Coordinate the logistics of the site visit (hotel accommodations, travel arrangements, visit schedule)
- Orient the site visit team
- Attend site visits, serving as a staff member of the site visit team
- Write staff analyses of Self Evaluation Reports, Site Visit Reports, ARC reports, and remediation responses (if applicable), for submission to the ARC and board within the timeframes specified
- Prepare regular reports to the board, including but not limited to school status reports, site visit resources, and issues that come up that require board clarification
- Receive, analyze, and prepare reports regarding monitoring and compliance reports submitted by member institutions/programs
- Ensure that material is accurately developed and presented to the board within appropriate time frames
- Prepare letters, responses, and final reports for institutions and programs based on board accreditation actions
- Assist with maintenance of records at the MEAC virtual office.
- Report accreditation changes to the MEAC Interim Director of Accreditation in order to trigger third party and public notifications
- Prepare and send accreditation certificates
- Attend MEAC member school quarterly meetings

### **Staff Activities**

1. Assist with communications among institutions/programs, MEAC member schools, board members and MEAC staff, as needed
2. Attend all MEAC board meetings
3. Recommend updates to accreditation policies and procedures, as needed

### **Board of Directors**

- Alternate with other staff members to take minutes at BOD meetings