**POSITION ANNOUNCEMENT**

Accreditation Specialist

The Commission on Accreditation for Respiratory Care (CoARC) is seeking an Accreditation Specialist to join our organization. This full-time, work-from-home, salaried position is responsible for (1) planning, implementing, and managing all aspects of the accreditation application and self-study review process, (2) serving as the primary contact for all CoARC Referees and programs during the accreditation application and self-study review process, (3) assisting other CoARC staff in the coordination and implementation of all activities involving the delivery of accreditation services for CoARC. The Accreditation Specialist works closely with the CoARC staff, CoARC Board members, site visitors, and program key personnel. This position requires some weekends and evenings, and travel to attend CoARC Board meetings.

**Requirements**

* Bachelor’s degree in education, business, or respiratory therapy-related field.
* Valid Registered Respiratory Therapist (RRT) credential.
* At least three (3) years of relevant work experience.
* Proficient with using technology to organize and execute program/project activities (e.g., Microsoft applications).
* Proficient with electronic databases, virtual meeting platforms, and data manipulation.
* Proficient with posting and interacting on social media platforms.
* Demonstrated ability to compose correspondence and standard operating procedures.
* Independently compose correspondence and standard operating procedures.
* Interpret, edit, and review content for reports.
* Monitor business processes and recommend improvements.
* Communicate effectively and professionally, both orally and in writing.
* Demonstrated ability to work independently with minimal supervision.
* Demonstrated ability to interact in a professional manner with CoARC staff, volunteers, program personnel, external agency personnel, and the public.
* Demonstrated ability to work with teams.
* Demonstrated ability to deal discreetly with confidential information.
* Initiate and manage multiple projects with competing deadlines and prioritize workload.

**Preferred**

* At least three (3) years of administrative, coordinating, or academic experience with a CoARC-accredited program.

Salary is competitive and commensurate with experience and qualifications. A generous benefits package is offered.

**IF INTERESTED, CLICK THIS LINK:** <https://app.trinethire.com/companies/14576-commission-on-accreditation-fo/jobs/76301-accreditation-specialist>

**About CoARC**

The CoARC, a freestanding accreditor of respiratory care education programs recognized by the Council for Higher Education Accreditation (CHEA), accredits degree-granting respiratory care educational programs that have undergone a voluntary process of rigorous peer review and have met or exceeded the minimum accreditation Standards set by the CoARC. The mission of the CoARC is to ensure that high-quality educational programs prepare respiratory therapists who are competentin the areas of practice, education, research, and service.