

IACET Site Visitor Job Description

Summary

The Site Visitor, as an IACET Commissioner, is responsible for maintaining the integrity and rigor of the accreditation process, while ensuring that applications are reviewed uniformly, consistently, and on time. The Site Visitor will be responsible for applications that are assigned to them by staff and will adhere to IACET Policies and Procedures. IACET expects Site Visitors to act with empathy, while holding applicants accountable to conformance with the current ANSI/IACET Standard for Continuing Education and Training. Site Visitors, Lead Reviewers, and staff will work in harmony to provide exemplary service to applicants and renewing Accredited Providers, while maintaining the rigor and integrity of the accreditation process.

Mission Statement: Improve the quality of continuing education and training worldwide through accreditation.

Vision: Advance the global workforce.

Duties

- Evaluate accreditation applications following the IACET governing documents and any other accreditation review policy or instructions given by the CEO and the designated program manager
- Administer a professional, unbiased, and consistent accreditation review service that meets or exceeds the measures of performance approved by IACET
- Perform reviews that would pass the scrutiny of any audit, cross evaluation, or investigation
- Work performed by the Site Visitor will meet the standards for quality, thoroughness, and soundness as set forth in any instructions from the CEO, the designated program manager, and the IACET Board of Directors and as would be self-evident as quality work based on the nature of such a program
- Work collaboratively with the Lead Reviewer assigned to the application to complete accreditation reviews
- Properly document site visits using the systems and procedures provided by IACET
- Proactively communicate with all affected parties on a timely basis to assure a smooth and informed accreditation process
- Be available by phone to meet with IACET staff, Lead Reviewer(s), and applicants during business hours as needed
- Communicate all application comments and requirements clearly to applicants
- Attend and actively participate in all training provided by IACET as needed
- Utilize the accreditation management system to facilitate all communications
- Conduct the site visits according to the Policies and Procedures set forth by IACET, including the timely and accurate reporting of all travel expenses
- Adherence to IACET travel policies
- Additional duties as needed may be added by the CEO and the designated program manager to enhance the level of service provided by IACET to applicants and Accredited Providers

Qualifications

Education

- Required - An earned bachelor's degree from an accredited institution, with extensive related experience adult learning, education and training.
- Preferred - Master's or Ph.D. with a focus in Education, Organizational Development, or other related fields.

Knowledge and Skills

- Demonstrated knowledge, skills, and abilities to successfully meet the IACET Standard for CE/T and achieve accreditation.
- Knowledgeable of the most current ANSI/IACET Standard for CE/T, and the accreditation application/review process.
- Knowledge of current adult education best practices. Documented efforts to remain current with best practices in adult education through continued professional development.
- Proven organizational and management skills.
- Ability to use clear judgment/decision-making skills.
- High competence in using virtual office technology such as, but not limited to, Microsoft Office 365, Adobe, conferencing technology, and other information technologies to create, store, and present information.
- Superior ability to speak and write effectively.
- Ability to foster harmonious relationships with IACET Staff, applicants, Accredited Providers, and fellow commissioners.
- Ability to articulate the value of accreditation, the application process, including the site visit, timeline, and appeals to applicants.
- Ability to travel extensively and to manage travel expenses accordingly.
- Ability to work effectively with individuals from different cultures.
- Process-oriented with the ability to identify process improvement opportunities.
- Be a self-directed self-starter.

Important Abilities

- Have a strong understanding of the role and process of accreditation.
- Work well with people and have a pleasant, amicable attitude.
- Regularly apply conflict resolution skills.
- Have the ability to consult and collaborate with applicants, staff, and fellow commissioners.