



New England Commission of Higher Education
301 Edgewater Place, Suite 210, Wakefield, MA 01880
Tel: 781-425-7785 | neche.org

Non-Credit Recognition and Accreditation Services Manager

The New England Commission of Higher Education invites applications for the position of Non-Credit Recognition and Accreditation Services Manager. The Commission is the formerly regional accrediting body for 220 colleges and universities in the United States and close to two dozen overseas institutions and is now expanding its role to recognize high-quality, non-credit programming at higher education institutions and other organizations across the United States. The Non-Credit Recognition and Accreditation Services Manager helps facilitate the New England Commission of Higher Education's processes to support organizations going through the non-credit recognition processes and to provide assistance with its accreditation activities. The Non-Credit Recognition and Accreditation Services Manager reports to the President with additional reporting responsibility to the Vice President overseeing Non-Credit Recognition and works collaboratively with other members of the NECHE staff. Specific responsibilities include:

Non-Credit Recognition Services

- Support organizations and evaluators throughout the non-credit recognition process
- Manage Salesforce database and portals for non-credit organizations and evaluators; ensure NECHE website for its non-credit work is current
- Coordinate non-credit visiting team evaluation process (i.e., selection and invitation of evaluators, preparations of team reports)
- Update and maintain policies and procedures for Non-Credit Recognition
- Develop documentation and training materials for non-credit organizations and evaluators
- Manage and present at training workshops for non-credit organizations and evaluators
- Coordinate logistics for the Non-Credit Recognition Committee and Commission meetings
- Oversee the Non-Credit Recognition Annual Report process

Accreditation Services

- Assist with institutional accreditation processes
- Provide support for the NECHE Annual Meeting, including non-credit programming

Other duties as assigned and needed to assist with the work of the Commission.

General Qualifications: The successful candidate will have a minimum of a master's degree and/or relevant work experience preferably in the non-credit sector. Proficiency with Microsoft Office, Salesforce, and an aptitude to learn new software and systems. Interest in and experience with policy development and management as well as experience with providing professional development a plus. Excellent communication and interpersonal skills; exceptional attention to detail. Flexibility, good cheer, tolerance for ambiguity, and a sense of humor needed for success in the position.

Salary and benefits are competitive and are commensurate with qualifications and experience. NECHE staff work a hybrid schedule, typically spending two days a week in the office. The anticipated starting date for this position is September 1, 2025. Screening of applications will begin immediately and continue until the position is filled. Individuals wishing to apply should send a letter of interest and their current resume to:

Lawrence Schall, President
c/o Paula Harbecke, careers@neche.org

Finalists will be asked to provide the name, emails, and telephone numbers of three professional references.