

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
ACCREDITATION SERVICES COORDINATOR

The New England Commission of Higher Education invites applications for the position of Accreditation Services Coordinator. The New England Commission of Higher Education is a national accrediting organization, originally focused on the six New England states, but today accredits a number of institutions outside New England and also globally. The Commission accredits a total of approximately 230 colleges and universities. Its offices are located in Wakefield, Massachusetts, just outside of Boston.

General Duties: The Accreditation Services Coordinator provides office support for the Commission's professional staff and aids in the general administration and efficient functioning of the Commission office. Reporting to the Manager of Commission Relations, Office of the President, responsibilities include but are not limited to: organizing and managing workshops and other special events; assisting with the management of evaluation team visits; formatting, editing, and proofing letters and other documents; accurately maintaining database records; and responding to routine inquiries.

Qualifications: Excellent office skills and strong communication and interpersonal skills; ability to work independently and as a member of a team. Demonstrated success with prioritizing and completing multiple tasks in an efficient and competent manner with accuracy and attention to detail. Ability to interact professionally with a variety of institutional representatives and members of the public. Familiarity with Microsoft Office applications and Salesforce is desirable. Flexibility, good cheer, tolerance for ambiguity, and a sense of humor are required.

Salary and benefits are competitive and are commensurate with qualifications and experience. NECHE staff work a hybrid schedule with two days a week in the office. The anticipated starting date for this position is February 2026. Screening of applications will begin immediately and continue until the position is filled. Individuals wishing to apply should send a letter of interest, their current resume, and a list of three references to:

Michelle Cardono, Manager of Commission Relations
c/o Paula Harbecke (careers@neche.org)