

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: November 6, 2009 Department: Title III – Accreditation & Review of Academic Programs
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: December 6, 2009 Date position to be filled: Open until filled

Position Title: Accreditation Support Officer

Salary (annual): Negotiable or Salary Range: \$39,000 to \$42,000

Please check all categories that apply to this position:

Status

- Part-Time
 Full-Time^{100% of time}

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Sally Novatney Telephone No: 504-286-5381

Contact Email Address: sanovatney@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

Under the general direction of the Accreditation Liaison, and the Director of Institutional Research, Effectiveness & Strategic Planning, the Accreditation Support Officer (ASO), will support the campus-wide preparation for SACS-COC reaffirmation of accreditation and other accreditation initiatives. The ASO will receive training and orientation to use the Xitracs software and subsequently assist in uploading reaffirmation reports, data and information to the electronic system. Assist in maintaining reporting timelines, collection of reports, and the logistics for implementing successful workshops. Assist in the development of a SACS WEB page, SACS Newsletter, and any other assigned duties.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Masters degree in Management Information, Computer Information Systems or related field required. Experience in jobs requiring information and data management skills, quality assurance, sound judgment, high degree of personal integrity and attention to details are essential. Experience in accreditation reaffirmation processes will be an added advantage.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

Applications, including curriculum vitae, copies of transcripts, and three letters of recommendation should be submitted via email to sanovatney@suno.edu by November 28, 2009

Apply To:

Sally Novatney, Academic Affairs
Southern University at New Orleans
6400 Press Drive - Admin #201
New Orleans, LA 70126
(504) 286-5381 - office
sanovatney@suno.edu

AN EQUAL OPPORTUNITY EMPLOYER