



ACCREDITATION SUPPORT

DEPARTMENT

Accreditation (4100)

QUALIFICATIONS

- Dependable, responsible, and detail-oriented
- Strong organizational and time-management skills
- Able to work independently and manage multiple tasks
- Proficient in Microsoft Word, Excel, PowerPoint, and Google Workspace
- Comfortable organizing electronic files and entering data
- Strong communication and interpersonal skills
- Able to maintain confidentiality

Preferred: Previous office, administrative, research, or data-entry experience.

DUTIES

Support the Office of Institutional Effectiveness with preparation for the NWCCU Year Seven Evaluation of Institutional Effectiveness and accreditation site visit.

Responsibilities include:

- Organizing accreditation evidence and supporting documents
- Maintaining shared folders, evidence inventories, and tracking spreadsheets
- Reviewing files for completeness, accuracy, and consistent naming
- Formatting reports, tables, presentations, and meeting materials
- Tracking deadlines, missing documents, and follow-up items
- Assisting with site visit schedules, materials, and logistical preparation
- Completing other accreditation-related tasks as assigned

COMPENSATION

Minimum Wage. Must qualify for Federal Work-Study funds.

HOURS

10 hours per week (approximate)

CONTACT

Dr. Elizabeth Fiscu
503-517-1237
efiscu@warnerpacific.edu

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503-517-1036
jhanson@warnerpacific.edu

Please send your résumé and two WPU academic references to the above-listed contacts.

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