

**Western Theological Seminary
Job Description**

Job Title	Accreditation Specialist and Program Administrator Master of Arts in Clinical Mental Health Counseling (MA in CMHC)
Department	Academic Office
Reports to	Director of MA in CMHC Program
Work Schedule	Full Time (40 hours/week)
Date	September 2023 (hire date January 2024)

Summary of Responsibilities

Support the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world” by providing program development, accreditation, and administrative support for the Master of Arts in Clinical Mental Health Counseling (MA in CMHC) program. During the initial five years of the program, assist with projects related to establishing the program and completing the initial Higher Learning Commission (HLC) and the Council for Accreditation of Counseling and Related Programs (CACREP) accreditation processes.

Essential duties and responsibilities (Other duties may be assigned)

HLC and CACREP Accreditation

- Work with the Academic Office and the program director throughout the initial accreditation processes, providing administrative coordination and support.
- With the program director, develop a plan for program assessment and evaluation, including processes for data gathering, tracking, analysis, and reporting related to accreditation.
- As CMHC courses are developed, assess and edit MA in CMHC course syllabi for compliance with CACREP standards for learning outcomes, evaluation, and assessment.
- Administratively assist the program director with the development of the initial CACREP self-study documentation.

Program Development

- Provide administrative support during initial development of program curriculum.
- Assist with the development of the MA in CMHC Program Handbook.
- Initiate communication about and coordination of opportunities for CMHC program faculty to engage with community partners, as initial clinical internship partnerships are sought and established.
- Develop processes and procedures to ensure a foundation for academic and professional excellence for the CMHC program.
- Help establish and maintain a culture within the CMHC program that fosters the academic, spiritual, emotional, and relational growth of the initial cohorts of CMHC students.

Program Administration

- Use initiative and independent judgment to perform a variety of administrative duties.
- Problem-solve non-routine situations by determining the actions needed to integrate seminary and program guidelines, procedures, policies, and practices.
- Assisting the program director, support all processes related to the CMHC Program, including:
 - Maintain program records
 - Assist with budget planning and oversight
 - Keep records of and communicate as needed with graduates of the CMHC program
 - Track, maintain, and report program outcome data
 - Plan and coordinate events
 - Other administrative duties as assigned

- Support CMHC faculty
 - Schedule meetings, set agendas in collaboration with the Director, take minutes, and initiate follow-up as needed.
 - Assist with correspondence with prospective students and program alumni.
 - Assist and support CMHC adjunct faculty, in coordination with the Academic Office.
 - Partner with other WTS staff to coordinate logistics of the CMHC admissions interview process.
- Support CMHC students
 - Participate in admissions, orientation, and registration processes.
 - Coordinate interview efforts with prospective students.
 - Coordinate and communicate program-specific orientation.
 - Coordinate course registration and individual student academic plans with the Registrar to ensure continued registration.
 - Ensure academic success and program completion.
 - Counsel, motivate, advise, and assist with retention strategies to assure persistence from enrollment to graduation.
 - Engage in intentional and continuous efforts to improve services, including development and improvement of internal processes and procedures for retention strategies.
 - Track student academic and clinical progress and identify needs for support.
 - Along with the Academic Office, work with at-risk students to determine potential issues and advise possible solutions to success.
 - Work collaboratively with other departments to understand processes, systems, and student services.
 - Track outstanding tuition balances and contact students to encourage payment.
 - Coordinate course evaluations in conversation with the Academic Office.

Knowledge and Abilities

- Strong organizational skills; ability to organize and manage details
- Ability to communicate verbally and in writing in a timely, professional, and informative manner demonstrating warmth, listening with respect, and engendering positive relationships across a diverse population of students and colleagues
- Work collegially and as a member of a team
- Relational ability; cultural and pastoral sensitivity
- Prioritize work demands; work independently with minimal direction
- Commitment to hospitality

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Bachelor's degree or equivalent experience required
- 3-5 years experience in higher education administrative and/or student services support
- Demonstrated knowledge of and experience with the Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation process for Clinical Mental Health Counseling MA programs
- Proficient in Microsoft Office suite; experience with database use and management
- A commitment to the mission and vision of Western Theological Seminary