

JOB DESCRIPTION:	Accreditation Liaison Officer		
DIVISION/DEPARTMENT:	Academic Affairs		
REPORT TO:	Associate VPAA		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA CLASSIFICATION:	429100	DATE APPROVED:	01-MAY-2025
POSITION NUMBER:	SSPR01	DATE MODIFIED:	21-JAN-2026

SUMMARY: Provides professional leadership and coordination in the development, implementation and administration of the University's accreditation processes, in support of the University's core mission and education goals. Monitors and coordinates the University's compliance efforts, ensuring that all compliance activities are effectively integrated and in support of the general accreditation objectives of the institution.

DUTIES:

1. Serves as primary liaison for Higher Learning Commission communications regarding the institution's accreditation, in addition to the AVPAA and WNMU President.
2. Responsible for the dissemination of information and response to questions about HLC policies and procedures for all audiences within the institution. Ensures that any changes in basic institutional information are reported to HLC.
3. Provides oversight and direction to ensure the currency, accuracy and timeliness of information submitted to HLC as part of the Institutional Update. Provides oversight and direction for the timely submission of substantive change requests and reports required by HLC policy.
4. Facilitates responses to HLC inquiries, including complaints referred by HLC staff to the WNMU President.
5. Maintains the institution's file of official documents and reports related to the institution's relationship with HLC. Provides comments to HLC as requested in its consideration of proposed policies, procedures and issues affecting the accreditation relationship.
6. Ensures that the University meets its financial obligations to HLC through the timely payment of dues and fees.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree; at least 3 years of experience directly related to the duties and responsibilities specified. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Integrated knowledge and understanding of higher education accreditation and program review practices. Knowledge and understanding of accreditation planning and assessment methodologies and tools. Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources. Skill in organizing resources and establishing priorities. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Skill in communicating orally and in writing. Skill in working in an environment subject to frequent

interruptions. Skill in establishing and maintaining effective working relationships. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications. Knowledge of customer service principles, practices and techniques

1. **Working Conditions/Physical Demands** (With or Without Accommodations):— Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
2. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)