



COUNCIL ON SOCIAL WORK EDUCATION

POSITION ANNOUNCEMENT

Accreditation Associate

The Council on Social Work Education (CSWE), a nonprofit national association and the sole accrediting agency for social work education in the country, is looking for an Accreditation Associate to provide technical and supportive assistance to social work programs seeking candidacy or undergoing accreditation review. CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation for social work practice and ensuring that social work programs meet them. In accordance with the requirements of the Council's recognition body, the Council for Higher Education Accreditation, the CSWE Office of Social Work Accreditation and Educational Excellence (OSWAE) administers a multi-step accreditation process that involves self-studies from social work programs, site visits to social work programs, and COA reviews of social work programs. The Accreditation Associate facilitates and assists commissioners with detailed understanding of the accreditation process and procedures and provides detailed background and clarifying information about social work programs under Commission review. The Accreditation Associate would draft written reports and provide support in training workshops for commissioners, social work programs, and site visitors.

The successful candidate must have a Master's Degree in Social Work and experience in social work education and be able to demonstrate working knowledge of complex organizations; effective writing and speaking communication skills; and impeccable and demonstrated program management competencies. The position also requires an individual that is detail oriented with excellent organizational and follow-through skills and ability to handle multiple projects simultaneously, and proficiency in basic computer applications and all components of Microsoft Office.

Salary is competitive and commensurate with experience and other qualifications. To apply, please send a cover letter, resume, and salary requirement to Human Resources, Attn: OSWAE/AA, CSWE, 1701 Duke Street, Suite 200, Alexandria, VA 22314, Fax: +1.703.683.8099 or HR@cswe.org. EOE.