**Distance Education Accrediting Commission**

**Position Announcement
Manager of Organizational Learning**

The Distance Education Accrediting Commission (DEAC) seeks a dynamic and strategic leader for the role of Manager of Organizational Learning. This full-time, exempt position located in Washington, DC reports to the Director of Accreditation and is integral to advancing DEAC’s mission by developing and executing educational programs that bolster accreditation compliance as well as institutional and professional development.

Summary of Position
The Manager of Organizational Learning will be responsible for developing, coordinating, and executing a comprehensive training and educational program that enhances institutional capability for accreditation compliance and supports the professional development of staff and the DEAC’s peer evaluator corps.

To stay involved in DEAC accreditation procedures and the implementation of accreditation standards, the individual is responsible for conducting accreditation visits and reviewing applications for location changes, administrative sites, as well as both initial and renewal applications. By effectively managing the intake of these accreditation processes, the MOL enhances their understanding of DEAC accreditation requirements. This analysis of accreditation materials not only supports the development of educational program content but also addresses the training needs of institutions and peer evaluators.

This role requires a strategic leader with a strong background in educational content development, assessment practices, program coordination, and stakeholder engagement utilizing both online and in-person learning environments. Extensive travel is required to attend conference events and to conduct institutional onsite evaluations. Working remotely is available.

Key Duties and Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_

**Webinar Series Coordination:**

* Design and manage webinars and other learning series activities focused on building capacity for accreditation compliance.
* Collaborate with subject matter experts to develop engaging and informative content.
* Schedule, promote, and facilitate webinars, ensuring high levels of participation and feedback.
* Analyze participant feedback and outcomes to continuously improve the series.

**Annual Conference and Fall Workshop Program Development:**

* Establish and oversee the program content for the annual conference and fall workshop.
* Collaborate with internal and external stakeholders to identify relevant topics and speakers.
* Ensure that conference content aligns with organizational goals and current issues in distance education accreditation.

**Learning and Development Programs:**

* Develop, facilitate and coordinate training and development initiatives for DEAC’s peer evaluator corps, ensuring they are equipped with the necessary skills and knowledge for effective evaluation of compliance with DEAC standards.
* Develop training materials and resources that support ongoing learning and professional growth for peer evaluators.
* Develop and implement evaluation methodologies to assess the effectiveness of training programs.

**Staff Training Coordination:**

* Plan and execute twice-annual staff training events, focusing on accreditation professional development and organizational objectives.
* Collaborate with the Executive Director and Director of Accreditation to tailor training content that meets the specific needs of different teams.

**Institutional Assessment:** The COL participates in the review of the applications listed below and provides timely updates to the Director of Accreditation on the status of the review process. Conducts on-site evaluations as assigned by the Director of Accreditation to include the timely submission of any written reports following the evaluation activity.

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| Initial Accreditation and Renewal of Accreditation: Reviews and processes applications for accreditation to assure that applicants are meeting DEAC eligibility requirements. |
| International Contracts: Reviews international contracts for compliance with DEAC standards, policies, and procedures; communicates with appropriate international higher education organizations regarding the authorization status of the institution; researches policies of international higher education quality assurance systems. Change of Location and Administrative Sites: Reviews the associated applications, ensuring the institution followed all required procedures.  |

**Stakeholder Engagement:**

* Foster relationships with key stakeholders, including educational institutions, industry experts, and professional organizations to enhance training offerings and speaker contributions.
* Engage with participants to gather insights and feedback to inform future training programs and events.
* Attends and presents on behalf of DEAC at distance education related events presented by organizations such as WCET, OLC, USDLA, Educause, etc.

**Reporting and Evaluation:**

* Maintain records of training activities and participant engagement for reporting purposes associated with CHEA and USED recognition.
* Analyze data and metrics to evaluate the success and impact of training programs and events.
* Maintains and organizes institutional submissions of applications, self-evaluation reports, and other institutional records.
* Updates SharePoint and works with IT to create pages for new institutions.

Qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Master’s degree in Education, Training, Human Resources, or a related field (Doctoral degree preferred).
* Seasoned experience in educational program development, event coordination, and adult learning principles.
* Strong organizational and project management skills, with the ability to manage multiple priorities.
* Excellent communication and interpersonal skills, with the ability to engage diverse audiences.
* Proficiency in digital tools and online learning platforms for webinar and education program management. Proficiency in Microsoft Suite, and experience with SharePoint preferred

Application Process\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This position is open until filled, with full consideration given to candidates who apply by March 1, 2025. Interested applicants should submit a resume, and cover letter detailing their qualifications and vision for the role to Dr. Leah Matthews, Executive Director via email to leah.matthews@deac.org. Salary offered ranges from $85,000 to $95,000 or commensurate with qualifications and experience.