

NLN Commission for Nursing Education Accreditation (NLN CNEA) Manager, NLN CNEA Accreditation Services

General Summary

The manager of the NLN CNEA accreditation services assists the executive director of the NLN Commission for Nursing Education Accreditation by managing the NLN CNEA division's daily operations and accreditation related services, including overseeing the non-salary budget; developing, implementing and maintaining accreditation databases; interfacing with nursing program personnel seeking pre-accreditation and accreditation with the NLN CNEA; overseeing governance support activities related to the Board of Commissioners, committees and task forces; implementing marketing strategies for the NLN CNEA offerings; managing training programs for on-site program evaluators; and interacting with multiple stakeholders of the NLN CNEA with a high level of professionalism and confidentiality. The manager of the NLN CNEA accreditation services reports to the executive director of the NLN CNEA.

Duties and Responsibilities

- Oversee the provision of administrative support to the office of the executive director of the NLN CNEA and other division directors.
- Direct the development, implementation, and maintenance of e-accreditation management systems, databases and filing systems required to track multiple accreditation-related activities.
- Direct arrangements associated with accreditation meetings, training programs, workshops, on-site program evaluation visits, and other events.
- Manage the application processes associated with nursing programs seeking pre-accreditation and initial accreditation.
- Oversee the coordination of on-site program evaluation visits.
- Oversee the provision of support services for the NLN CNEA board of commissioner meetings, committees and task forces.
- Manage implementation of marketing strategies used to promote the NLN CNEA continuing education offerings.
- Manage the implementation of training programs for on-site program evaluators.
- Manage the yearly NLN CNEA board of commissioners and nominating committee election process.
- Provide the executive director with monthly reports of revenues and non-salary expenses for all division activities.
- Manage relevant correspondence of the office of the executive director in a timely and efficient manner.
- Direct the processing and compilation of survey data and other relevant information for the preparation of division reports as appropriate.

- Serve as initial point of contact to NLN CNEA for nursing programs seeking pre-accreditation.
- Manage the development of the NLN CNEA website ensuring information remains current and accurate.
- Supervise the position of NLN CNEA administrative coordinator and other NLN CNEA personnel as assigned.
- Manage calendar and travel arrangements for the executive director.
- Assist with other tasks or projects as assigned by the executive director.

Qualifications

Baccalaureate degree required, graduate degree preferred. Knowledge of accreditation processes desirable. Ability to function independently is essential. Competence in the development of databases and spreadsheets, and competence in the use of word processing, database and spreadsheet software (MS Office) required. Excellent planning and organizational skills, particularly in relation to attention to accuracy and detail is essential. Excellent oral and written communication skills with the ability to manage highly sensitive and confidential situations and information. Ability to work and communicate effectively with internal and external stakeholders. Ability to design and implement office systems, plan and organize work, supervise and provide direction to others as appropriate, and to manage multiple tasks and meet deadlines.

How to Apply

Submit your resume, cover letter, writing sample and three references to: jhalstead@nlm.org. Please include "CNEA Manager" in the subject line of your email.