



*Leadership and Advocacy*

**POSITION TITLE:** Director, Credit Evaluations  
**DEPARTMENT/DIVISION:** Center for Lifelong Learning  
**LEVEL:** Director  
**JOB FAMILY:** Program Content

**POSITION SUMMARY:** Leads in the administration and management of the evaluation of educational experiences for the ACE College Credit Recommendation Service (CREDIT). Develops and refines policies and operational practices. Represents CLLL and ACE with corporate clients. Ensures compliance with contractual requirements; provides leadership in fostering institutional acceptance; and provides interpretation of ACE credit recommendations.

**ESSENTIAL JOB DUTIES OR TASKS:**

- Leads ACE CREDIT Program and represents CLLL with the assessment of workforce training, extra-institutional learning, and credit by examinations. Develops strategic alliances.
- Effects quality assurance, builds strong customer relations, improves site review efficiencies, and raises creditability of the evaluation process.
- Increases awareness of ACE, CLLL, and ACE CREDIT through interaction with professional associations, business and industry, employers, colleges and universities, and federal agencies.
- Assists the National Account Director in assessing the feasibility and desirability of new revenue streams and collaborates with AVP and others to determine the desirability of new business models.
- Works with Marketing and Publications to oversee the design, development, modification, and quality control of ACE CREDIT Programs to include online and printed materials.
- Represents ACE, CLLL, and CREDIT Programs at state, regional, and national meetings. Promotes awareness of ACE, CLLL, and Military Programs to diverse constituent groups.
- Serves on the Center's leadership team and works in collaboration with its other members to achieve goals.
- Monitors and regulates ACE National Coordinators' functions and program participant communications. Takes immediate and decisive action to address any and all acts of noncompliance with ACE policies and contractual provisions
- Develops and delivers professional development activities for ACE National Coordinators. Streamlines processes and policies to ensure academic rigor of reviews led by National Coordinators.
- Establishes and directs internal procedures to assure consistency within external communications and adherence to Council protocols.
- Leverages technology to build web presence, develop webinars, and engage online collaborations. Responds to changes in technology and requirements of the customers and constituency.
- Leads and manages CREDIT staff to formulate departmental goals and objectives.
- Manages budgetary developments and monitors expenditures.
- Oversees ACE CREDIT operations, including transcript services and database integrity.

**EDUCATION/EXPERIENCE/SPECIALIZED KNOWLEDGE AND COMPETENCY REQUIREMENTS:** Strong interpersonal skills and Superb communication skills, oral and written; demonstrated experience in executing unit level strategic planning priorities; and demonstrated proficiency in Microsoft Office and relational database applications. Strong consideration given to candidates with extensive experience and knowledge of transfer credit practices, assessment and evaluation, academic records and transcript policies, curriculum design at the postsecondary level and database management.

Master's degree required, PhD degree preferred. A minimum of 7 years of experience in related areas and 5-7 years working with higher education. Substantive experience at management level.

- Skill in working collaboratively as part of a high performance team and with all levels of the organization.
- Ability to analyze and synthesize information to present complex issues clearly.
- Sound knowledge of adult learning.
- Knowledge of lifelong learning policies, practices and assessment principles.

**WORKING CONDITIONS/PHYSICAL EFFORT:** Office Environment; extensive travel, or virtual office environment

ACE is the major coordinating body for all of the nation's higher education institutions, provides leadership and a unifying voice on higher education issues and influences public policy through advocacy, research, and program initiatives. We are conveniently located near the Dupont Circle Metro in downtown DC. We offer a highly competitive salary and a very impressive benefits package, a dynamic working environment with exceptional colleagues.

If you are interested in pursuing this opportunity, please go to ACE's web site [www.acenet.edu](http://www.acenet.edu). (Click on: About ACE; Employment at ACE; Current Job Opportunities; All Posted Jobs or Category of Interest, Click on position of interest – view position. To submit resume and cover letter, please scroll down and select appropriate boxes. **Please submit resume and cover letter as one document.**

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