



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Credential Analyst
DEPARTMENT: School of Education
SUPERVISOR: Dean, School of Education
FLSA STATUS: Exempt

MAJOR PURPOSE:

The credential analyst provides consistency and clarity of department information to internal and external stakeholders related to both degrees and credentials offered from the School of Education. This individual provides compliance support and reporting to accreditation agencies and serves as a liaison to maintain good standing with policies and procedures necessary for accreditation. This position is responsible for the documentation, review, analysis, and evaluation of the communication, data, admissions, recruitment, advising, budgeting, and transcript process for School of Education students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Authentically support the mission, vision, values, and foundational documents of the university and department.
2. Communicates in a positive, timely and supportive manner with candidates, alumni, prospective candidates and the professional community.
3. Demonstrates exceptional candidate support and communication.
4. Member of the SOE's leadership team and the Care team.
5. Leads the SOE recruitment and admissions functions.
6. Coordinates the candidate advising process.
7. Document, track, communicate, and verify candidate completion of degree concentration and/or credentialing requirements.
8. Complete candidate CCTC documents, Title II, and ADS reports.
9. Coordinate SOE professional and external events.
10. Provides compliance awareness and support for CCTC regulations, timelines and processes.
11. Regularly participate in professional development.
12. Operates within designated budget.
13. Other duties as assigned.

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS

- Bachelor's degree required.

REQUIRED KNOWLEDGE/EXPERIENCE

- 2+ years' experience in K-12, and/or working in a credential services, accreditation, or related department.
- Experience working with diverse populations.
- Knowledge of credentials and accreditation policies.
- Sound Christian testimony with the ability to integrate faith with work.

- Subscribe to the statement of faith for William Jessup University
- Subscribe to the community covenant for William Jessup University
- Experience with Microsoft Office suite, Google Drives, and Multimedia
- Strong reading, writing, speaking and listening skills

SKILLS/ABILITIES

- A strong record of team work, collaboration, communication, and interpersonal skills
- The ability to develop trusting relationships with students, and collaborate and partner with other university stakeholders to support candidate success
- Ability to take initiative, work independently, set benchmarks, and complete tasks.
- Ability to encourage, direct, hold accountable, and guide others toward task completion.
- Ability to exercise discretion and tact in all interpersonal interactions, maintain confidentiality and manage confidential information.
- Sensitivity to and understanding of the diverse of backgrounds of college students and ability to communicate and interact effectively with people of all ages, backgrounds and learning styles.
- Able to work in a complex process system of auditing, evaluating and analyzing information environment.
- High level of accuracy and attention to detail and the ability to problem solve.
- The ability to explain complex requirements in clear and concise terms

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties

and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date