The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a global nongovernmental organization dedicated to ensuring excellence in public service education and promoting the ideal of public service. On behalf of over 300 graduate education programs in over 20 countries, NASPAA advances innovative pedagogy and is the accreditor of master’s degree programs for public service education, with a leading focus on transparency, accountability, and program outcomes.

We are seeking a full-time staff member to help shape the future of quality assurance processes and networks. This is an exciting opportunity for someone motivated by public service values and interested in building skills in cultural competency, strategic program management, and accountability in a global nonprofit setting.

**Primary Responsibilities**

- **Strategic Program Management:** Promoting continuous quality improvement, as it relates to the NASPAA Accreditation Standards and programs seeking accreditation. Identifying good practice in program evaluation and innovative pedagogy. Helping educational programs achieve mission, goals, and impact. Advancing quality improvement, accountability, and best practice in accreditation management through data-driven analysis.

- **Accreditation Management:** Supporting the global NASPAA Accreditation process, including liaising with programs under review, serving as a resource for faculty, coordinating site visits and volunteer peer reviewers, and developing formative feedback for programs under review. Upholding consistency in decision-making and accuracy in record-keeping.

- **Global Network Development:** Supporting NASPAA’s efforts to increase impact globally, including planning international meetings, developing curricula and conference presentations, and facilitating global network building. Assisting in communicating the value of NASPAA membership and accreditation to global stakeholders.

**The successful candidate will demonstrate the following competencies:**

- Global cultural competency: Success in communicating with and supporting a diverse set of programs and volunteers in a global context.

- Project management: Strong organizational, administrative, and time management skills, consistent with the ability to conduct and manage multiple projects to a high degree of substantive and administrative precision. Able to develop and execute work plans to achieve goals.

- Adaptability: Ability to work competently at several levels of inquiry, from overarching issues of policy and diplomacy, to accurate detailed assessments of individual cases.

- Leadership and Orientation: Creativity and initiative, and a strong commitment to NASPAA's global mission of improving professional public service education, and a sincere commitment to public service values.

- Volunteer management: Ability to work with staff and board members to set priorities, and ensure volunteers are appropriately trained in their roles. Strong interpersonal skills.

- Analytical competency: Ability to analyze, synthesize, think critically, solve problems, and make decisions.
• Data Management: Comfort orienting to new databases to obtain and analyze data and qualitative evidence. Capacity to display data visually through graphs, charts, or other means.

• Communications: Clear, persuasive, and analytical writing in reports, presentations, and other communications. Ability to communicate effectively in emails, websites, and social media applications. Comfort and skill with public speaking.

QUALIFICATIONS

• Master’s degree in a relevant field is highly preferred, especially a Master of International Relations, Master of Public Policy (MPP), or Master of Public Administration/Affairs (MPA) or related degrees.

• Spanish language proficiency is preferred. Candidates fluent in Mandarin may also be considered.

• Demonstrated experience and interest in global and cross-national policy or initiatives.

• An orientation towards, or demonstrated experience with, continuous improvement and outcomes measurement. Academic work in program evaluation a plus.

• An understanding of the higher education sector, and public service education in particular (or the ability to acquire it rapidly upon taking up the position).

• An understanding of the discipline of global public service education and practice, as well as its values orientation.

• A desire to work in a non-profit and academic-oriented setting and confidence in dealing with academics and public service professionals.

We will consider candidates with a wide range of years of experience, with an assumption that for those earlier in their career there will be a stronger emphasis on further skill development and professional development.

This position reports principally to NASPAA’s Chief Accreditation Officer (CAO), and formally to NASPAA’s Executive Director. The successful applicant will work with NASPAA leadership, the CAO, and the Accreditation Manager & Director of Assessment to generate semi-annual reports and occasional strategic projects for the NASPAA Executive Council.

This is an exciting opportunity to help advance accreditation globally in the field of public service education. The successful candidate will have the vision, experience, and skills to work directly with the CAO, the Executive Director, other NASPAA staff, and leadership to accomplish this mission.

Salary/Benefits

Salary is commensurate with experience, and includes a full benefits package consisting of health insurance, paid vacation, federal holidays, sick leave, disability insurance, student loan reimbursement, and TIAA-CREF pension contribution. Daily work hours are flexible around a core. Travel is expected to be approximately 20 days per year including required travel to two annual COPRA meetings and the NASPAA Annual Conference. Other travel is under the direction of the ED.

The position is located in NASPAA’s offices at 1029 Vermont Ave NW, Suite 1100, Washington, DC and is a permanent, exempt position, subject to a six month probationary review. NASPAA does not cover relocation expenses. NASPAA is an equal opportunity employer.

Starting Date

December 15, 2017, though we will consider candidates with earlier or later start date interests.
Application Process:

Applications will be accepted and reviewed until the position is filled. Interested individuals should email a letter of interest and resume to Office Manager Monchaya Wanna at projectassistant1@naspaa.org, with the subject line “Associate, Global Accreditation.” The application letter should show that the applicant understands NASPAA’s mission, as well as the relationship of the applicant’s experience, skills, and abilities to NASPAA and position requirements. A limited number of applicants will be selected for interviews; names of references will be required from finalists following initial interviews.

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