



Associate Director/Research Analyst

POSITION DESCRIPTION

Date: February 2026

Approved by: Executive Director
Commission on Accreditation

Position:

Associate Director, Commission on Accreditation (80%)
Research Analyst, Association for Biblical Higher Education (20%)

Classification: Full-time, Senior Professional Staff, exempt

Position Summary:

As Associate Director, provide support to internal and external ABHE stakeholders and guidance and consultation to institutions concerning ABHE accreditation processes. Assist in development and implementation of accreditation standards and policies. Work in collaboration with the Commission staff and Commission to ensure integrity, security, independence, and confidentiality of accreditation processes and supporting documentation. Assist with consultation, evaluation, and decision-making processes related to applicant, candidate, and accredited institutions.

As the Associate Director serving as Substantive Change Officer, review and take action on selected substantive change proposals and teach-out plans and agreements and respond to institutions that have questions about substantive changes and/or teach-out plans or agreements.

As Research Analyst, manage the Annual Institutional Update (AIU) platform and processes on behalf of the Association. Analyze data and generate reports in support of Association data needs and Commission decision-making and reporting requirements.

Associate Director Responsibilities:

1. Faithfully implement accreditation policies and procedures and establish and maintain supporting processes and records.
2. Maintain effective controls and protocols and employ up-to-date technology infrastructure and systems to ensure the efficiency, integrity, security, independence, and confidentiality of accreditation processes and accompanying documentation in keeping with the *separate and independent* requirements of Section 602.14(b)&(c) of U.S. Department of Education regulations.
3. Conduct assigned and elective staff visits and ensure timely and professional visit report preparation in support of Commission accreditation processes.
4. Accompany evaluation team visits to provide procedural guidance and clarification regarding ABHE Standards in support of integrity, fairness, and excellence in accreditation processes.
5. Attend and provide consultative guidance for meetings of the Commission.
6. Assist in the preparation of petitions and follow-up reports for U.S. Department of Education, Council on Higher Education Accreditation (CHEA), or other recognition bodies.
7. Assist with review, revision, and/or creation of accreditation standards, policies, and processes.
8. Manage Commission assessment data collection and reporting.
9. Perform other duties as assigned by the Commission Executive Director.

Substantive Change Officer Responsibilities:

1. Respond to questions from institutions concerning substantive changes and teach-out plans/agreements.
2. Review substantive changes as specified in the *Policy on Substantive Change and Required Notifications*.
3. Review teach-out plans and agreements in accordance with the parameters specified in the *Policy on Teach-Out Plans and Teach-Out Agreements*.
4. Review and revise Substantive Change forms as needed in consultation with the Commission Executive Director.
5. Report to Committees and the Commission as needed about substantive change and teach-out requests submitted. Respond to Committee and Commission questions concerning substantive change and/or teach-out decisions made as the Commission-designated official.
6. Consult with institutions in support of substantive change applications and submission timelines and advise institutions concerning changes relating to required notifications and/or substantive change applications.

Research Analyst Responsibilities:

1. Manage platform for accreditation services and annual reporting.
2. Serve as the ABHE liaison and expert for use of the annual report/accreditation platform.

3. Analyze institution-provided data and generate data reports as requested for the Association and/or the Commission.
4. Interface with institutions to correct data errors and advise institutional personnel on correct calculation of statistical data.
5. Ensure continuity in data collection and analysis, information needed for Commission/Association use, and guidance for institutions concerning reporting requirements.

Education/Training/Experience:

1. Minimum 5 years of biblical higher education administration or faculty experience (10 years preferred), including significant institutional effectiveness/accreditation leadership
2. Teaching and/or administrative experience at both undergraduate and graduate levels preferred
3. Record of effective supervisory experience
4. Earned doctoral degree or equivalent in higher education, biblical/theological studies, or other relevant discipline
5. Earned degree from Biblical higher education institution preferred
6. Knowledge of ABHE accreditation standards and processes
7. Experience in institutional research, research methodology, and data analysis and reporting

Competencies/Personal Qualifications:

1. Vital Christian experience, exemplary personal character, agreement with ABHE *Tenets of Faith*
2. Servant-leadership mindset with a proactive, can-do spirit
3. Personal integrity and trustworthiness with highly sensitive and/or confidential information
4. Capacity for frequent travel
5. Ability to manage a high volume of activity, complex demands, and diverse relationships
6. Exceptional communication, collaboration, and organizational skills
7. Commitment to accuracy and detail
8. Advanced proficiency with databases, spreadsheets, and/or statistical applications
9. Ability to see and accurately describe trends in data
10. Ability to work independently, manage problems with minimal supervision, and identify and implement solutions in a data-rich environment

Supervisory Relationships

Reports to Executive Director, Commission on Accreditation

ABHE Mission

To advance quality in biblical higher education for Kingdom impact.

ABHE Commission on Accreditation Purpose

To assure quality and integrity among biblical higher education institutions through accreditation services empowered by peer review.

ABHE Commission on Accreditation Guiding Values

1. Support for the mission and vision of the Association for Biblical Higher Education
2. Organizational culture characterized by service and continuous improvement
3. Intentional focus on institutional and organizational outcomes and student success
4. Ethical practices that evidence integrity, transparency, and spiritual vitality
5. Biblical higher education as service to the Church and the world