



SUBSTANTIVE CHANGE REPORTS PROCESSOR

Position:	Substantive Change Reports Processor
Reports to:	Substantive Change Coordinator
Status:	Hourly/Non-Exempt
Terms:	Full-time
Location:	Atlanta, GA

POSITION SUMMARY

The Substantive Change Reports Processor is a member of the staff of the Accreditation Commission for Education in Nursing (ACEN) and reports to the Substantive Change Coordinator. The primary functions of the Substantive Change Reports Processor are to ensure the timely, comprehensive, and accurate processing of submitted substantive change reports by ACEN-accredited nursing programs and the preparation of select submissions for review by the Substantive Change Coordinator. Responsibilities include but are not limited to the managing of documents and information associated with reporting substantive changes, processing of select substantive change reports, following-up on open work tickets, preparing materials for review by the Substantive Change Committee and Board of Commissioners; generating Commission decision letters; disseminating information to the public; organizing and maintaining records and files. The position also provides administrative support to internal operations, customer service, and support to external constituents.

RESPONSIBILITIES

- Receive, organize, and evaluate incoming substantive change notifications, reports, and additional information for completeness and relevance
- Dispatch communications acknowledging receipt of substantive change and additional information submissions
- Systematize and manage substantive change task tickets through Jira Workflow for substantive change report processing
- Review and process select substantive change reports and additional information
- Analyze and summarize substantive change reports and additional information of select submissions for review and processing by Substantive Change Coordinator
- Track and monitor all additional information requests and send reminders related to additional information due to complete the substantive change process and ensure all linked Jira Workflow task tickets are reconciled
- Follow-up on substantive changes reported through the ACEN Annual Report
- Coordinate the scheduling of Board of Commissioners and Substantive Change Committee virtual/face-to-face meetings related to substantive change report processing
- Organize and prepare documents for Board of Commissioners and Substantive Change Committee virtual/face-to-face meetings related to substantive change report processing
- Construct, enter records, and upload the substantive change data source and other supporting review materials for the Substantive Change Committee web portal
- Create substantive change table for final Board of Commissioners' decisions
- Upload the data source and supporting review materials for the Board of Commissioners web portal and voting system
- Record Substantive Change Committee recommendations
- Log Board of Commissioners' decisions and update related task tickets accordingly within the Jira Workflow
- Generate Board of Commissioners substantive change decision letters

- Assist in the preparation of documents for instances where the submission of a Substantive Change Report results in a Focused Visit
- Create staff substantive change response letters
- File substantive change staff response letters and Board of Commissioners substantive change decision letters and distribute to Nurse Administrator and CEO
- Ensure program changes related to the Substantive Change Policy are reflected in agency records such as approved off-campus instructional sites and distance education
- Provide assistance to the Office of the CEO in creating reports for United States Department of Education (USDE), etc.
- Update program accreditation status in the USDE Accredited Schools List (ASL) database
- Format and post Board of Commissioners' decisions online in the ACEN website
- Coordinate scheduling of orientation sessions to Policy #14 Reporting Substantive Changes
- Respond to inquiries and provide support and information to nurse administrators and staff of accredited nursing programs for the submission of the substantive change report
- Assist in the research and preparation of statistical reports related to substantive changes
- Process nurse administrator changes and oversee the dissemination of the Nurse Administrator Welcome Packet to new nurse administrators
- Provide administrative support by front desk coverage as needed, answering calls, checking voicemails, and redirecting calls to appropriate offices
- Ensure peer evaluator applications for completeness and process applicants prior to training
- Perform database updates, including but not limited to changes in nurse administrators, CEO contact information and nursing education unit address updates, peer evaluator applicant records, and web listing of candidate programs
- Other duties and responsibilities as assigned

QUALIFICATIONS

- An earned baccalaureate degree in Business Administration, Communications, Logistics, Project Management, or related field;
- 2+ years of related experience in data management, office management capacity, or related work;
- Excellent organizational and time-management skills;
- Excellent grasp of grammar, punctuation, and word usage;
- Excellent spreadsheet and database management skills;
- Ability to manage multiple priorities, meet strict deadlines, and work independently;
- Demonstrated attention to accuracy, thoroughness, and detail;
- Adept at performing basic and advanced statistical analysis;
- Proficient in Microsoft Office Suite; Microsoft Access a plus;
- Excellent written and oral communication skills;
- Familiarity with web technologies and concepts a plus;
- Possess strong interpersonal skills;
- Ability to establish and maintain cooperative working relationships with others;
- Capable of working in a team-oriented environment;
- Demonstrated professionalism, integrity, and dependability; and
- Ability to maintain confidentiality.

COMPANY OVERVIEW

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. ACEN is an equal opportunity employer.