

### Job Posting

<b>Job title:</b>	Accreditation Programs Officer
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<b>Date created/last updated (yyyy/mm/dd):</b>	2021/09/27
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<b>Reports to:</b>	Managing Director, Accreditation and Evaluation
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#### Job overview

This position provides support for CASN's accreditation programs. Accreditation includes programs for nurse practitioner, baccalaureate and practical nurse entry to practice, and bridging programs for internationally educated nurses.

Full-time, 35 hours/week

#### Responsibilities and Duties

Follows established accreditation policies, processes and procedures to ensure the smooth operations of the accreditation program, providing information and support for the schools of nursing (national and international) from the application process through to the receipt of a decision letter. Also provides support to the volunteer reviewers, CASN Accreditation Bureau and advisory committees.

Keeps accurate notes of meetings, minutes and other records. Creates, types, formats, proofreads, edits and finalizes letters, presentations and briefing notes.

Corresponds with accreditation and other CASN stakeholders, responding to e-mails and telephone calls on a timely basis.

##### **Other Duties:**

- Provide administrative and event support for major CASN activities, such as Council, Conference, special projects.
- Carry out other tasks as assigned, including taking direction from other staff as needed.

#### Qualifications

##### **Required qualifications:**

Minimum undergraduate degree or relevant experience required.

Must be bilingual (English and French).

Excellent writing and oral communication skills in English and French required.

Attention to detail and accuracy, and excellent proof-reading/editing skills required.

Must have excellent organizational skills, ability to prioritize multiple responsibilities and meet deadlines.

Ability to use good judgement and problem-solving skills required.

Tact, diplomacy, sensitivity & respect for principles of confidentiality required

Must have ability to work independently with minimum supervision (working remotely currently due to COVID-19).

Must take initiative, be a team player and have a positive attitude.

Must be willing to learn new skills/software/programs.
Must have proficiency with Microsoft Office Suite (Word – intermediate to advanced level expertise, Excel – basic level expertise, PowerPoint – basic level expertise), use of email and Internet.
Must have ability take accurate minutes for meetings.
Must be able to work a flexible schedule occasionally in order to accommodate meetings with schools in different time zones across Canada or internationally.
Must have a professional attitude, excellent interpersonal skills, be client-focused and responsive to customer requests (i.e. customer-service skills).

**Preferred qualifications:**

Master's degree in administration, arts, or related field preferred.
Comprehension of academic environments/structures and/or nursing education an asset.
Experience with accreditation programs and/or quality improvement an asset.
Experience with Microsoft Outlook for email and scheduling preferred.
Experience using and/or setting up Zoom and Team meetings an asset.
Ability to speak and read Spanish an asset.

**What we offer:**

- Generous leave entitlements, including December holiday closure
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services
- Participation in a defined contribution pension plan (some exceptions may apply)

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

**The closing date for applications is Thursday, October 14, 2021. Please submit a cover letter and resumé to: [HRRecruiting@casn.ca](mailto:HRRecruiting@casn.ca)**

*Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.*