Program Development and Accreditation Specialist
University of Doha for Science and Technology

Job Title	Program Development and Accreditation Specialist
Department	The Program Development and Accreditation Department
Institution	University of Doha for Science and Technology Doha, , Qatar
Date Posted	Jun. 3, 2024
Application Deadline	Jul. 30, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Business - General
Job Website	https://www.udst.edu.qa/about-udst/careers
Apply Online Here	https://academiccareers-udst.icims.com/jobs/3298/00002128---program-development-and-accreditation-specialist/job
Apply By Email	
Job Description	

The Program Development and Accreditation Department invites applications for the position Program Development and Accreditation Specialist. Reporting to Academic Manager, Program Development and Accreditation, the successful candidate will lead all Colleges in obtaining and maintaining external accreditation for appropriate programs, providing research on accreditation bodies, managing program accreditation processes, and ensuring programs meet accreditation benchmarks.

Duties & Responsibilities:

The successful candidate will collaborate with Deans and other relevant stakeholders to implement and maintain College accreditation policies and processes; -assist in the research and preparation of submissions and key supporting documents for all accreditation activities to ensure programs meet accreditation benchmarks.

The successful candidate will manage UDST's accreditation portfolio and maintain a central library of key documents related to accreditation to ensure efficient regular review and revision and will create and maintain accurate data collection systems within Program Development and Accreditation to enable accreditation key performance indicator reporting to inform operational and strategic plans and will liaise with Colleges to produce reports and analyze data against specific criteria to inform and support the accreditation process and submission to accreditation bodies as required, ensuring all deadlines are met.

The successful candidate will research external body accreditation standards expectations to provide support to Colleges on interpretation of those expectations in the context of UDST's programs; identify required changes and inform Dean and VPA as appropriate and will manage the communication of information related to external accreditation and provide training to faculty and employees on the processes required to obtain and maintain accreditation and will prepare progress reports for senior stakeholders at UDST, all Colleges, as well as relevant committees on external accreditation processes.

The successful candidate will facilitate faculty attendance at relevant conferences and seminars organized by external accreditation bodies to ensure up-to-date knowledge within colleges and will manage external accreditation review visits and evaluations, co-ordinate the external reviewers schedule of meetings, brief employees on the process, and ensure all travel and logistical arrangements are in place.

The successful candidate will support in the development and implementation of procedures, processes, guidelines governing the Program Development and Accreditation department and will participate in Program Curriculum Committees to ensure the alignment of preliminary program proposals, comprehensive program proposals, and curricular change requests and will participate in regular academic audits, as required by the line manager.

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The successful candidate will conduct industry consultations to inform curriculum development and curriculum review and will ensure information is maintained in UDSTs Curriculum Management System and will perform miscellaneous job-related duties as assigned.

Qualifications

Education and Certifications:

* Master's degree, preferably in Higher or Post-Secondary Education required

Experience:

* Minimum of 5 years of relevant experience required

* Relevant teaching and/or education certifications preferred

Language:

Fluency in written and spoken English language required. Excellent verbal, written, presentation, and interpersonal communication skills. IELTS score of 8 and above.

Fluency in written and spoken Arabic language preferred

Other Required Skills:

Self-motivated team player with a high standard of professional integrity. Excellent analytical, organizational, problem-solving, decision-making, time-management, and communications skills. Well-developed computer skills (MSWord, MS Excel, PowerPoint, Visio). Fine attention to detail, discipline and grievance management and service excellence is essential. Commitment to building positive and collaborative working relationships across all levels of the University is necessary. Knowledge of Curriculum planning, Accreditation processing, Classroom Preparation and Pedagogy is essential. Commitment to ongoing training and continuous professional development is required. Experience with leading accreditation and/or curriculum development activities is desirable.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

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	The Program Development and Accreditation Department
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