



Associate Vice President for Accreditation (International Schools)

MSA's Mission

The Middle States Association (MSA) is a nonprofit helping schools around the world to improve and evolve, on behalf of students.

Purpose and Character of the Role

An AVP is the primary contact between an international member school and MSA. AVPs guide schools through the school improvement journey. This role is a public face for MSA.

What does success look like for an AVP?

A successful AVP is a trusted guide to school leaders during their school's change journey. When the accreditation journey has a school leader anxious or confused, excited or hopeful, they will turn to their AVP.

A successful AVP is also a trusted teammate. As a project-based organization, MSA relies on everyone to play specific roles *and* be willing to lend their strengths when needed to help the team to win.

General Duties

- Serve as an ambassador, in partnership with the Director of Global Membership, in attracting new international institutions to consider membership.
- Serve as liaison for a portfolio of schools outside of the United States
- Lead training workshops for schools.
- Ensure rigor and consistency in the self-study, planning, and team evaluation processes.
- Participate in MSA's International Schools Advisory Committee and MSA Commissions discussions about recommendations for accreditation.
- Monitor submission of requests for information or supplementary reports.
- Monitor schools' completion and submission of mid-term/ follow-up visit reports.

Ongoing Responsibilities

- Collaborate with MSA's Operations Staff to meet established timelines.
- Maintain phone or email contact with schools.
- Respond to questions and provide technical assistance to the institution throughout the accreditation cycle.
- Assist in following up on general accreditation maintenance requirements.
- Maintain up-to-date notes on member institutions.
- Assist in the preparation of materials for MSA Commission meetings.
- Serve as a resource to Advisory Committees and the Membership & Accreditation Committee of the Commissions.
- Help to carry out MSA policies and procedures.
- Other duties deemed necessary by MSA's leadership.

Salary and Flexibility

\$70k-90k salary and a strong company-approved benefits package.

This position is for someone who can live in Europe or the Middle East. This position is hybrid—some time will be spent working remotely and some time will be spent at schools.

Required travel to the US includes:

- Commission meetings (typically April and November)
- MSA staff retreat (typically January)

Require virtual attendance:

- MSA staff virtual meetings (typically 4 times a year)
- International Schools Advisory Committee meetings (Spring and Fall, typically one month before Commissions meetings)

Additional travel/attendance may be required (eg, conferences, etc.).

How to apply

Please submit the following to Dan Rufo, Senior Associate Vice President, at drufod@msa-cess.org:

- Résumé.
- One-page narrative about your biggest failure (personal or professional) and how it changed you.