



## POSITION ANNOUNCEMENT

Director of Education Services  
Full-time, Exempt

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), a private, not-for-profit accrediting body is seeking a highly qualified individual with exceptional leadership abilities, as well as a strong background in accreditation process, education program development, marketing, and not-for-profit organization management.

### Background Requirements:

- Education: Bachelor's Degree in health education, educational management, marketing, communications, or equivalent experience. Master's Degree preferred. Professional credential (CST or CSFA) preferred.
- Skills: Excellent interpersonal skills, written and verbal communication skills, supervisory and organizational skills with consistent attention to detail and accuracy. Self-directed multitasker with demonstrated ability to take initiative and meet deadlines.
- Relevant Experience: Minimum of five years' experience in education, accreditation, credentialing, and/or association non-profit organization(s). Not-for-profit or association management experience preferred. Previous experience in project management, marketing, promotions, education, training, and health care. Previous experience managing social media platforms with development of on-line and web educational symposia. Knowledge of common software applications including MS Office Suite, MS Windows, Publisher or similar applications.

The Director of Education Services is responsible for the development and effective delivery of accreditation-related education services to constituent and prospective constituent institutions. Additional responsibilities include providing professional resources necessary to support the operations and activities of the ARC/STSA consistent with the organizations objectives and mission. The Director of Education Services will provide advisement and make recommendation to the Executive Director with respect to these activities and policies.

The Director of Education Services will assist the Executive Director by managing directly or indirectly designated staff activities associated with or necessary to accreditation-related education and outreach programs and activities of the ARC/STSA. These services shall include, but are not limited to; disseminating information; developing and processing documentation; managing communications; cooperating with other director-level and support staff team members in developing/administering outreach to communities of interest; arranging and staffing meetings of the ARC/STSA Board of Directors or its committees and providing any other services deemed necessary and appropriate.

Within the limits of the Bylaws and policies established or authorized by the ARC/STSA Board of Directors, and consistent with administrative procedures, the Director of Education Services is responsible for, and has commensurate authority to accomplish, the duties set forth below. The Director of Education Services may delegate portions of his/her responsibilities consistent with sound management and authorized policies and procedures, together with proportionate authority for their fulfillment, but s/he may not delegate nor relinquish any portion of his/her accountability for results. In accordance and consistent with the ARC/STSA mission and policy and procedures the Director of Education Services:

- Develops, administrates, and monitors accreditation-related education services and outreach projects as authorized by the Board of Directors to promote the organization's mission to all communities of interest.
- Develops, administrates, and monitors authorized office procedures and programs, including periodic review for effectiveness, to ensure effectiveness of accreditation-related education services.
- Provides oversight and coordination of all authorized accreditation-related education programs, projects and activities of the office staff.
- Plans and conducts education and professional development programs for office staff.
- Develops appropriate marketing and advertising tactical plans as approved by the Board of Directors.
- Drafts communications with constituent institutions and other institutions associated with all aspects of accreditation-related education services.
- Oversees development of ARC/STSA publications. Composes articles and news releases for industry related newsletters, organizational newsletter or other industry-specific publications as assigned. Prepares organizational correspondence and reports as assigned.
- Provides resource information and assistance to constituent and prospective constituent institutions as appropriate regarding all aspects of accreditation-related education services.
- Serves as staff liaison to ARC/STSA committees as designated by the Executive Director.
- Promotes interest and active participation in ARC/STSA sponsored activities among constituent and prospective constituent institutions and individuals.
- Delivers professional presentations on behalf of the ARC/STSA.
- Maintains up-to-date information on all aspects of ARC/STSA accreditation-related education services for staff, constituent or prospective constituent institutions and the public.
- Develops and administrates accreditation-related education programs using webinars, interactive conference calls and other contemporary technology resources to enhance outreach to all communities of interest.
- Develops, implements, and maintains all electronic and print marketing campaigns. Oversees maintenance of the ARC/STSA website to serve all communities of interest. Manages ARC/STSA social media platforms.
- Oversees all meeting and exhibiting arrangements (i.e., exhibiting contracts, cooperative agreements, and pre-exhibit logistics). Responsible for identifying, securing and distributing appropriate exhibiting marketing materials that promote the organization and its mission and exhibiting objectives (i.e., effective booth design and marquee, distant site set-up, event-focused marketing materials).
- Assists with data collection, analysis and summary reporting for intra-organizational and extra-organizational purposes as assigned.
- Other duties as assigned.

ARC/STSA offers a competitive compensation package including medical, dental, and a generous retirement benefit upon eligibility. Job responsibilities require travel. Relocation to the greater Denver area required.

The ARC/STSA office is located in Littleton, Colorado, approximately 10 miles south of Denver. Applications should include cover letter, resume and salary history. The application deadline is **July 31, 2017**.

Mail or E-mail applications with salary requirements to:

Ronald Kruzel, CST, MA, CAE  
ARC/STSA Executive Director  
6 West Dry Creek Circle, Suite 110  
Littleton, Colorado 80120  
[ron.kruzel@arcstsa.org](mailto:ron.kruzel@arcstsa.org)

