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ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

Dear Colleagues,

ACCJC is hiring an Administrative Support Specialist. If you know someone in your network who may be a great fit, please forward them this email.

Administrative Support Specialist (posted July 31, 2025)Job Overview

Under the general supervision of the President, the Administrative Support Specialist provides a variety of administrative duties in support of ACCJC operations and staff including managing digital records (using Salesforce and other data storage systems); supporting federal reporting requirements; supporting meetings, trainings, and Commission travel; and managing communications with the Commission and member institutions. The Administrative Support Specialist also participates in and supports regular and special projects as assigned by the President.

For a full job description and to submit an application, please visit: [ACCJC Administrative Support Specialist Indeed.com Post](#)

This information is also posted on the ACCJC Employment Opportunities page at: <https://accjc.org/employment-opportunities/>

Kind regards,
ACCJC
Accrediting Commission for
Community and Junior Colleges
accjc.org

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