

Position Number: D95282

Job Title: Credentialing & Certification Specialist

Department: Oregon Center for Career Development in Childhood Care and Education

FTE: .75 FTE, benefits eligible

Job Type: Program Administrator I

Posted Date: 2/6/2012

Position Summary

This position exists within the Oregon Center for Career Development in Childhood Care and Education (OCCD), a non-academic unit of Portland State University. The Center promotes the quality of childhood care and education for Oregon's children and families by providing a statewide career development system for practitioners.

This position operates within the credentialing & certification functions of the Center at a secondary support level to verify and process training documentation and registry applications.

Within the credentialing & certification functions, this position has responsibility for providing assistance and professional support to the Coordinator of credentialing & certification. Assistance and professional support may be provided in such areas as: registry & knowledge standards; registry systems development/implementation; training documentation verification, presentations & media packages to practitioners, work in state verification data system; work with state partners and review teams.

This position works closely with the Supervisor, Coordinator, and other Center professional and support staff, in accomplishing these responsibilities

Primary Responsibilities and Duties

1. Verification of training documentation
2. Registry application processing, including screening and review
3. Follow up & phone consultations
4. Interpretation of policy Information, and technical assistance

Minimum Qualifications

- BA/BS in Childhood Care & Education or related field or evidence of equivalent
- 1-3 years of experience and professional competence in Childhood Care & Education or related field
- Demonstration of a desire to increase related knowledge and skills.
- Evidence of professional standards, ethics, and values.
- Participation or membership in professional associations at local or state levels
- Fundamental oral and written communication skills
- Successful completion of a background check

Demonstrated ability in the following areas:

- Working with people from diverse backgrounds and professional affiliations;
- Working within large or statewide programs and their training requirements
- Interpreting and implementing program policies and procedures

- Maintaining and analyzing program information and data
- Accessing & using professional resources and information through data systems
- Communication, collaboration and partnership with various childhood care and education partners
- Computer competency

Preferred Qualifications

- 1-3 years of professional experience and professional competence in similar position
- Leadership in professional associations at local and state levels
- Presentations in professional settings.
- Participation in Professional Development Systems.
- Bilingual communication skills.

Compensation

The starting annual salary rate for this 30 hour/week position will be between \$27,504 and \$30,165 dependent upon qualifications and experience, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

To Apply

Please email cover letter and resume to OCCD's search coordinator, Ruby Ramirez, at r Ramirez@pdx.edu. Correspondence will be primarily conducted by email, no phone calls please. Review of applications will begin will begin on 2/13/2012 and the position will remain open until finalists are identified.

If necessary, you may mail your application materials to:

Portland State University
OCCD – Attn: Ruby Ramirez
P.O. Box 751
Portland, OR 97207

Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, diversity@pdx.edu.