

University of the Pacific has an opening for a newly created Credential Specialist Position

Primary responsibilities: Under general supervision, the Credential Specialist performs the technical and specialized functions to support the progress of credential candidates to licensure by reviewing, maintaining, evaluating, and verifying the accuracy of credential candidate records. Collect data leading to regional, state, and national accreditation. In collaboration with the supervisor and others, schedule, and coordinate campus activities, workshops, trainings, and conferences related to educator preparation and career placement. Assist students, faculty, and staff in understanding credential requirements and processes as needed. Provides general office function support including; front counter, telephones, email correspondence, and customer service. Creates and manages workflow for work-study student.

Job details and application instructions can be found at: <https://pacific.peopleadmin.com/postings/9608>

***Pacific is an AA/EOE employer and does not discriminate on the basis of any protected category***