

Position: Manager--International Fire Service Accreditation Congress

Location: Oklahoma State University Campus, Stillwater, OK

Job Requisition Number: 03711

Hiring Salary Range: Commensurate with qualifications and experience

Apply online at: <https://jobs.okstate.edu/>

The International Fire Service Accreditation Congress (IFSAC) is seeking applications for the IFSAC Manager position. IFSAC is a departmental unit within the College of Engineering, Architecture, and Technology (CEAT) at Oklahoma State University (OSU) and serves as the administrative headquarters of IFSAC.

The position of IFSAC Manager is responsible for the following: Provide daily management and leadership for the core administrative activities of the International Fire Service Accreditation Congress. Provide professional support and guidance for all national and international accreditation processes and activities for certification based and degree granting programs. Responsible for extending the International Fire Service Accreditation Congress goals and membership throughout North America and the world. Promote and foster positive interaction between IFSAC members, IFSAC Administration, Oklahoma State University, related organizations, and the public.

Minimum qualifications for the position include: Bachelor's degree in business, fire, or related field. At least five years of experience with accreditation work; fire service program administration, development or delivery; or fire science degree administration, development, or delivery.

The person in this position must have the following skills, proficiencies and knowledge: Administration and management processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods. Excellent oral and written communications skills. Consensus building skills. Personnel management, supervision, and training. Budget preparation and administration of a unit, department, or group. Ability to work independently and in teams.

Additional requirements for the position include moderate travel and occasional evening and/or weekend work hours.

For full consideration applications should be submitted online by November 15, 2007. The position will remain open until filled.

For more detailed information about the position visit <https://jobs.okstate.edu/> and click on "Search Listings", or go to Oklahoma State University Human Resources, 106 Whitehurst, Stillwater, OK. For assistance contact Oklahoma State University Human Resources, 405-744-5373.

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