

Education Preparation Program Research Associate (Assessment Coordinator) (Data Analytics Analyst 1 – MR09 – Full-Time)

University of Tennessee at Chattanooga

The School of Education at the University of Tennessee at Chattanooga is accepting applications for an Education Preparation Program Research Associate (Assessment Coordinator). This position provides assessment expertise and support to administration, faculty, and staff to advance a culture of assessment for learning and continuous improvement in the Education Preparation Program at the University of Tennessee at Chattanooga. This job entails building and maintaining an infrastructure that supports assessment and data-driven decision-making. The position requires working effectively in a high-volume, multi-task environment where undergraduate and graduate students, faculty, and administrators use assessment data to make decisions.

Duties

- Develop and maintain an electronic assessment system using multiple data sources.
- Coordinate data from these sources to monitor progress and inform decisions.
- Monitor and analyze student achievement data and produce reports that show data trends.
- Track education majors from entrance to the University to graduation.
- Record and track student recruitment efforts to inform strategies for graduate and undergraduate programs.
- Recommend and monitor policies and procedures that guide and govern the assessment system.
- Inform assessment-related professional development to support EPP administrators, faculty, staff, and students.
- Provide data and related information to complete and support state and national reporting requirements.
- Support faculty and staff regarding best practices in assessment design, implementation, and interpretation of results and analysis to guide improvements.
- Manage assessment timelines, scheduling, submission, and documentation of assessment cycle milestones, including department accreditation and state reporting.
- Collaborate with EPP faculty and staff to develop critical assessments demonstrating standards-based performance.

Qualifications

Minimum Qualifications: A master's degree in educational research, education, or a related field and proficient with Microsoft Office Suite

Preferred Qualifications: Doctorate in educational research, education, or related field; understand federal, state, Educator Preparation Program, and guidelines and accreditation requirements; minimum one year's experience in research; and ability to present research findings.

Application Process: Qualified applicants must apply online and attach a cover letter, resume, and 1-2 recommendation letters.

Pay Grade MR09 - Salary commensurate with education and experience.

The University of Tennessee Chattanooga is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution. All qualified applicants will receive equal consideration for employment and will not be discriminated against on the basis of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.