Assistant Director for Assessment and Accreditation

Job no: 492777
Work type: Full-Time
Location: University City
Categories: School of Education, Drexel University, Professional Staff

About Drexel

Drexel is a comprehensive global research university ranked among the top 100 in the nation. With over 24,000 students, Drexel is one of America's 15 largest private universities. Drexel is one of Philadelphia's top 10 private employers, and a major engine for economic development in the region. Drexel has committed to being the nation's most civically engaged university, with community partnerships integrated into every aspect of service and academics.

Job Summary

In coordination with the Director for Assessment and Accreditation, manages ongoing data collection, analyses, and reporting in the School of Education for national CAEP accreditation, state-required program reviews, program learning outcomes assessment, and special projects. Maintains data and ongoing data cycles for assessment and accreditation in learning, assessment, and data management software systems. Communicates relevant data and findings using various media to faculty, professional staff and other stakeholders. Assists the Director for Assessment and Accreditation with the development and implementation of sustainable processes to collect data and evidence for continuous improvement of learning and program quality in School of Education programs.

Essential Functions

- Manage the systematic and ongoing collection of outcomes data and other evidence (quantitative and qualitative) for the School of Education assessments and accreditation.
- Assist in developing and maintaining databases as well as online assessment and data systems (BlackBoard, CampusLabs, Hyperion).
- Work collaboratively with the Director for Assessment and Accreditation, faculty, and professional staff to analyze data, prepare data summaries, and track follow-up actions.
- Work effectively with the Director, relevant committees, faculty, and professional staff to prepare communications, self-studies, formal reports, and presentations.
- Represent data and information to multiple audiences using various media.
- Demonstrate proficient use of technology to compile, analyze, and store data and to prepare detailed reports.
- Exhibit excellent written and oral presentation skills.
- Demonstrate strong interpersonal communication skills.

Required Qualifications

- Master's degree in Education
- Minimum of 3 years of formal experience in educational research related to accreditation, student learning assessment, and or education program reviews

Preferred Qualifications

- Experience in using assessment software systems
- Doctoral Degree in education

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Additional Information

This position is classified as **Exempt** with a salary grade of **K.** For more information regarding Drexel's Professional Staff salary structure, https://drexel.edu/hr/career/ducomp/salstructure/

Special Instructions to the Applicant

Please make sure you upload your CV/resume and cover letter when submitting your application.

Review of applicants will begin on **October 17, 2019** and will continue until a suitable candidate pool is identified.

Please visit our website to apply! https://careers.drexel.edu/en-us/job/492777/assistant-director-for-assessment-and-accreditation