

Assistant Dean for Enrollment Management and Accreditation

Rowan University is a public comprehensive state-designated research institution with approximately 17,000 students. Its main campus is located in Glassboro, N.J., 20 miles southeast of Philadelphia, with additional campuses in Camden and Stratford. The University comprises seven colleges and five schools. The College of Education is the oldest college on campus and serves approximately 3,000 students at the undergraduate and graduate levels. Find out more about the College of Education at <http://www.rowan.edu/home/education>.

Essential Duties and Responsibilities

- Demonstrate knowledge of enrollment management theory and effective practice, including prospective student management, marketing, targeted recruitment efforts (including web-based applications and delivery), student success initiatives and retention strategies.
- Create and implement strategies for the intentional recruitment of international students, working together with the Associate Dean for Faculty and Student Affairs to coordinate specialized support services and integration of international students to the College.
- Manage the College of Education accreditation and assessment projects and activities.
- Align the College of Education assessment work to CAEP (Council for the Accreditation of Educator Preparation) standards to assure quality and support continuous improvement.
- Develop and implement assessment and accreditation policies and procedures.
- Collect assessment data, and disseminate accreditation and assessment materials.
- Produce assessment and accreditation reports such as program and unit wide assessment reports, Specialized Professional Association reports, Praxis Roster, Title II, and CAEP Annual Report.
- Develop, manage, and maintain all the technology, assessment, and accreditation systems and interfaces, including but not limited to the electronic exhibit room, WebEx, AIMS (Accreditation Information Management System), Tk20 (College of Education data management and assessment system), ETS data manager Praxis, Dashboard and Cognos Reporting interfaces, Praxis SSB and Apex System, and edTPA Pearson interface.
- Perform related duties as assigned.

Minimum Qualifications

- Master's Degree in educational assessment, higher education, or other related discipline and three (3) years' experience with assessment and accreditation in a higher education institution.
- Excellent written and verbal communication skills.
- Knowledge of national accreditation standards and assessment practices and methods.

- Demonstrated ability in utilizing technologies to facilitate and strengthen assessment activities
- Ability to work collaboratively with faculty and various campus constituencies on assessment related projects.
- Ability to perform detailed work with a high degree of accuracy in a deadline-driven environment.
- Experience in managing information technologies.
- Commitment to issues of diversity, access, social justice, and equity

Preferred Qualifications

- Terminal degree in statistics, research, education or related field
- Experience with national accreditation for education

Starting Date:

<http://rowanuniversity.hodesiq.com/job-details.aspx?jobid=5482193>

Submit letter of application with a statement of leadership, curriculum vita, graduate transcripts, and three letters of recommendation. Applications must include each of these documents at the time of submission.

Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.

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Direct any questions to Dr. Stacey Leftwich at leftwich@rowan.edu.

Rowan University values diversity and is committed to equal opportunity in employment.

All positions are contingent upon budget appropriations.