



About Hofstra:

Hofstra University is a nationally ranked and recognized private university in Hempstead, N.Y. that is the only school to ever host three consecutive presidential debates (2008, 2012 and 2016). At Hofstra, students get the best of both worlds. Our campus is a leafy oasis just a quick train ride away from New York City and all its cultural, recreational and professional opportunities. We offer small classes and personal attention, with the resources, technology and facilities of a large university. Students can choose from more than 160 undergraduate program options and 165 graduate program options in the liberal arts and sciences, education, health professions and human services, the Peter S. Kalikow School of Government, Public Policy and International Affairs, the Fred DeMatteis School of Engineering and Applied Science, the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Maurice A. Deane School of Law, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies, and the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell. Hofstra University is a dynamic community of more than 11,000 students from around the world who are dedicated to civic engagement, academic excellence and becoming leaders in their communities and their careers.

Description:

Hofstra University's School of Education seeks an Assistant Dean for Assessment and Accreditation to work in the Dean's Office. The Assistant Dean coordinates and directs assessment and accreditation activities for the School of Education and education-related programs across the University.

Reporting to the Senior Associate Dean, the Assistant Dean for Assessment and Accreditation analyzes data from a data management system, provides formative and summative data on program needs for decision-making and planning, performs quantitative and qualitative data collection and analysis of program effectiveness, student learning outcomes, instructional effectiveness, as well as planning, and decision-making. The Assistant Dean collaborates with faculty and staff in developing and implementing effective strategies to assess student learning outcomes, creating valid assessment instruments, analyzing assessment methods and results, reporting and communicating assessment results, and preparing reports and presentations. The Assistant Dean also analyzes data related to admissions, retention, attrition, and graduation to provide stakeholders with information for decision-making, planning, and training.

The Assistant Dean prepares and maintains data reports and documentation for accrediting bodies, including data for TITLE II, the Council for the Accreditation of Educator Preparation (CAEP), the Middle States Commission on Higher Education and others as required. The Assistant Dean collaborates with faculty to write program reports for University, state, and national assessment and accreditation projects and manages, implements, and ensures compliance with national and state accreditation requirements for the University's certification, degree, and licensure programs. The Assistant Dean represents the Dean's office at events from time to time and is responsible for other duties as assigned.

Qualifications:

Master's degree required and 3 to 5 years of experience with P-12 and higher education setting or any equivalent combination of experience and training that provides the knowledge, skills and abilities required to perform the essential job functions.

This experience includes, but is not limited to the following attributes:

- Knowledge of program evaluation and assessment
- Excellent organizational, interpersonal, and communication skills (both oral and written)
- Proficiency in using or familiarity with data management software program (Taskstream/Tk20)
- Ability to prioritize and organize multiple tasks to meet deadlines
- Ability to work effectively in a team environment

Preferred Qualifications:

- Working knowledge of and experience with CAEP accreditation process.
- Knowledge of and experience with P-12 and higher education assessment needs and processes.
- Knowledge of instrument design and validation
- Familiarity with analytics and statistical modeling and analysis

Application Instructions:

For consideration, please submit a letter of application and resume to HCLAS@Hofstra.edu with “Assistant Dean of Assessment and Accreditation” in the subject line. Please note that we will continue to accept applications until the position is filled.

Hofstra University is an equal opportunity employer, committed to fostering diversity in its faculty, administrative staff, and student body, and encourages applications from the entire spectrum of a diverse student body.