



Coordinator of Assessment and Accreditation

University of South Carolina Upstate
STA00704PO24
Spartanburg, SC

Serves as the USC Upstate College of Education, Human Performance, and Health (CoEHPH) Program Coordinator of Assessment and Accreditation. The Coordinator of Assessment and Accreditation reports to the Dean and is responsible for building and sustaining a robust culture of continuous improvement through the planning, preparation, administration, and implementation of all assessment-based initiatives and accreditation efforts within the CoEHPH related to its majors, minors, and certificate programs.

Assessment

- Lead and coordinate assessment initiatives, timelines, and instruments conducive to high-quality educational programs.
- Track, analyze, evaluate, and recommend methods for the unit based on assessment and survey data acquired.
- Lead assessment inter-rater reliability tracking/ training/reporting and ensure instrument content validity.

Data Management

- Manage internal and external databases that house unit quantitative and qualitative data (Educational Testing Service, LiveText, Qualtrics, Blackboard, etc.).

Accreditation

- Work collaboratively with the Dean, Associate Dean, Chairs, and Directors to communicate and ensure compliance with accrediting bodies.
- Manage quality assurance system, including practices related to local/state/federal policies and procedures and the college/university strategic plan.
- Communicate effectively with internal and external stakeholders on matters relating to assessment and accreditation.

Reporting

- Organize and report to internal and external bodies related to assessment and accreditation, including the university, Federal Department of Education, South Carolina Department of Education, South Carolina Commission on Higher Education, Specialized Professional Associations, Integrated Postsecondary Education Data System, and the Council for the Accreditation of Educator Preparation. Reports are annual unless required at intervals.
- Liaise with the university Office of Institutional Research for unit-level reporting.
- Publish briefs and statistical snapshots for small- and large-scale reporting, marketing, and communication related to current program status and prospective programs.

Minimum Required Education and Experience: Bachelor's degree in education or related field and three years of relative experience. Experience working with accrediting bodies; experience in academic assessment or program review; experience using assessment management system to design and track activities; use statistical data for various purposes; effectively communicate; or assist developing assessment tools and methods of measurement. A successful background check is required.

Salary: \$49,396 - \$62,000; Salary commensurate with education and experience.

For more information and/or to apply, go to <https://uscjobs.sc.edu/postings/175097>

The University of South Carolina is an Affirmative Action/Equal Opportunity Institution. Women, minorities, protected veterans, and individuals with disabilities are encouraged to apply.