


# Director for Accreditation and Assessment

Requisition Number:497593

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## REQUISITION INFORMATION

**Position Number:\*** 000272  
[Details](#)

**Posting Title:\*** Director for Accreditation and Assessment

**Requisition Number:** 497593

## ADDITIONAL POSITION MANAGEMENT

**Positions:**

	Position no:	Type:	Applicant	Application status
1	000272	Replacement	-	-

**Reason for Opening:\*** Separation

**Position Type:\*** Staff Full-Time

**Position Subtype:\*** Regular Staff

**Rank:\*** N/A

**Series:\*** N/A

**Benefited:\***  Yes  No

**For limited term/appointment, temporary, or seasonal positions, please specify the duration:**

**FLSA Status:\*** Exempt (Salary)

**Pay Grade:** Minimum \$ 78,600.00  
Middle \$ 102,200.00  
Maximum \$ 125,800.00

**Recommended Salary Range (from Compensation Statement):\*** 90,000-100,000

**Budgeted Salary:\*** 100,000

**Expected Start Date:**

**Work Schedule:\*** The University of Denvers regular operating hours are 8 AM to 4:30 PM, Monday - Friday

**Will the selected candidate have a non-standard contract?:\***  Yes  No

**A non-standard contract is anything outside of: Salary, Relocation, Faculty Start-up, and standard Benefit offerings. This typically applies to the following roles:**

**Academic Affairs- Deans and Senior Vice Provost contracts**

**Chancellor's Direct Reports- all SVCs and IAALS contracts**

**Athletics – Coaches and staff requiring contracts**

**Other- (in particular Executive or Senior Exec Roles )**

Please note: Prior to submitting any employment agreement for signature to the Chancellor or SVC of Business and Financial Affairs, agreements must be coordinated in advance with HRIC and approved by the Office of General Counsel. The Office of General Counsel will review Employment Agreements for legal form and compliance with applicable laws, including but not limited to Colorado Revised Statutes (C.R.S.) § 8-2-113 (circumstances under which an employer may enter into and enforce a covenant not to compete.) An original fully-executed copy of each employment agreement executed by the University, together with all other employment-related documents and/or employee acknowledgment statements will be filed, centrally, with HRIC.

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#### ORGANIZATION DETAILS

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<b>Division:*</b>	Morgridge College of Education
<b>Responsibility Center:*</b>	MCE Programs
<b>Department:*</b>	MCE-College Dean
<b>Sub-Department:*</b>	MCE Admin
<b>Division/Department:*</b>	Morgridge College of Education

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#### POSTING DETAILS

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<b>Application Form:</b>	DU Staff
<b>Posting Type:*</b>	External/Internal
<b>If you are requesting to waive posting (see definitions) or to post internal only, please provide rationale for review by the Talent Acquisition team. If you have chosen External/Internal please type N/A here:*</b>	N/A

**\*In compliance with OFCCP outreach regulations and directives, all jobs are distributed to all Workforce centers within a 25-mile radius of the zip-code provided for the job.**

**\*If you would like to advertise on additional sites, please discuss the details of those with your Recruiter. The Department will be responsible for paying associated fees for additional paid-sites.**

<b>Job Location:*</b>	Denver, CO
<b>Job Category:*</b>	Business Operations / Services
<b>Budget number if advertising externally:</b>	

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#### POSTING DETAILS - ADVERTISING DISPLAY

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<b>Advertisement Summary:</b>	The Director will lead college-wide and departmental-level assessment activities, focusing on developing systems and processes related to the seven accrediting bodies that currently oversee the College and different programmatic areas within the College.
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**Copy all HTML in field below, select < > icon in Advertisement Text box, paste HTML into window and click OK to continue. Then highlight all text in original field and delete.**

**HTML Code for Advertisement Text field:**

Advertisement Text:

The University of Denver's Morgridge College of Education (MCE) invites applications for the Director for Accreditation and Assessment position.

The Morgridge College of Education's vision is to train global leaders who employ innovative and effective approaches to advance learning throughout the lifespan, educational change, and social equity. Our programs prepare ethical, collaborative practitioners who can apply principles to promote learning and development with diverse clients and communities. We are looking for a candidate who can lead efforts to promote MCE and recruit quality graduate-level students to our programs. This is a full-time, beneficial position.

Position Summary

The Director will lead college-wide and departmental-level assessment activities, focusing on developing systems and processes related to the seven accrediting bodies that currently oversee the College and different programmatic areas within the College. Additionally, the Director will work closely with the Dean's office, admissions, marketing, and budgeting/finance to ensure the integrity and quality of our data and to work on various reporting and data analysis projects.

#### Essential Functions

- Direct and oversee all aspects of the accreditation and continuous improvement process for MCE academic programs & degrees, including, but not limited to, annual reporting, self-studies, site visits, and any other ad hoc the writing and submission of all accreditation requests, working in close collaboration with MCE faculty and staff.
- Analyze the feasibility of, and develop requirements for new accountability systems and enhancements to existing systems and ensure that the system design fits the users' needs.
- Develop, implement, and oversee processes to compile, analyze, and report on MCE datasets required / related to programmatic accreditation efforts; ensuring data integrity.
- Develop, implement, and oversee processes to compile, analyze, and report on MCE datasets; ensuring data integrity (data includes, but is not limited to, financial aid, student records, faculty records, academic assessments, and enrollment management).
- Direct and oversee preparation of reports and analytic studies to support planning and policy development.
- Direct and oversee ad hoc data requests from Dean, Associate and Assistant Deans, Office of Enrollment Management and Marketing, MCE Department Chairs, other MCE staff, and MCE faculty.
- Liaise and collaborate with campus partners, including, but not limited to, the DU Office of Institutional Research and Analysis, DU Office of Graduate Education, DU General Council, concerning campus-wide business intelligence efforts, data warehousing, and relevant external state and federal reporting needs (e.g., Colorado Department of Education, US News and World Report, Federal Title II, Consumer Disclosures, State Licensure Disclosures).
- Represent the College on University committees / groups related to accreditation and assessment (e.g., OTL Assessment Committee, Information, Measurement, and Analysis Council (IMAC), and other ad-hoc groups).
- Supervise staff supporting accreditation and assessment efforts at MCE, when applicable.
- Collaborate with MCE Leadership Team to provide direction and recommendations regarding strategic planning and decision making as it relates to accreditation and assessment; attending leadership team meetings when appropriate.
- Collaborates with the Associate Dean of Budget and Operations on budget items related to accreditation and assessment efforts.

#### Knowledge, Skills, and Abilities

- Strong written and verbal communication skills to present research to broad and diverse audiences, including students, faculty, administrators, alums, colleagues, donors, and community partners.
- Strong spreadsheet (e.g., panels and pivot tables in Excel) and database skills (e.g., data queries using tools such as Access, Cognos, SQL, Python)
- Ability to create and maintain a Quality Assurance System for collecting, compiling, cleaning, analyzing, and reporting student, alums, and faculty data organized around internal and external reporting deadlines.
- Advanced mathematical and statistical skills to compile, analyze, and report data using intermediate algebra and advanced statistics.
- Maintain confidentiality and security of information.
- Ability to define problems, collect data, establish facts, make recommendations, and draw valid conclusions using critical thinking and problem-solving skills.
- Effective time management, planning, and organizational skills to maintain operations and work in a fast-paced, deadline-focused environment.
- Complete projects independently and work cooperatively as part of a team.
- Ability to multi-task, establish priorities, and coordinate multiple projects.
- Extreme attention to detail.
- Ability to research educational, economic, social, or demographic trends.
- Strong inclination to be curious about data trends and to take the initiative to explore data patterns and share findings via written reports, in addition to staying informed about new data analytic tools and methods.
- Ability to work with various individuals with variable statistical, numerical, and analytic skills to clarify data and analytical requests.
- Experience using data for strategic planning & decision-making.
- Expertise using MS Office Suite, including Excel and Access or another database software system. (already in KSAs bullet point #2)

#### Required Qualifications

- Bachelor's degree in statistics, social sciences, or related fields.
- 6 years of experience working with large data sets/databases in the collection and reporting of results.
- 5+ years experience in higher education.
- Experience with higher education accrediting bodies
- Experience conducting education or social science research.
- Proficiency with SAS, SPSS, R, or other statistical software.

#### Preferred Qualifications

- Master's degree in research, methodology, and applied statistics or Ph.D. in a related field.
- Knowledge and experience working with the Ellucian Banner system or another relational database system.
- Knowledge and experience working with survey software.
- More than 5 years experience in higher education accreditation or institutional research.
- 5+ years management / supervisory experience.

#### Working Environment

1. Standard office environment.
2. Unexpected interruptions occur often and stress level is moderate to high.
3. Noise level is quiet to moderate.

#### Physical Activities

1. Ability to sit in front of a computer for an extended period of time.
2. Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.

**Work Schedule**

Monday - Friday, 8:00 a.m. - 4:30 p.m.

In accordance with the University's flexible work policy, this position is eligible to be considered for partial remote work. Further details regarding this plan will be determined with the hiring manager and are dependent on the division and team specific needs.

**Application Deadline**

For consideration, please submit your application materials by 4:00 p.m. (MST) October 24th, 2024.

**Special Instructions**

Candidates must apply online through [jobs.du.edu](https://jobs.du.edu) to be considered. Only applications submitted online will be accepted.

**Salary Grade Number:**

The salary grade for the position is 13.

**Salary Range:**

The salary range for this position is \$90,000-\$100,000

The University of Denver has provided a compensation range that represents its good faith estimate of what the University may pay for the position at the time of posting. The University may ultimately pay more or less than the posted compensation range. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate, departmental budget availability, internal salary equity considerations, and available market information, but not based on a candidate's sex or any other protected status.

**Benefits:**

The [University of Denver](https://www.du.edu) offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO pass. The University of Denver is a private institution that empowers students who want to make a difference. Learn more about the [University of Denver](https://www.du.edu).

Please include the following documents with your application:

1. Resume
2. Cover Letter

The University of Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sex stereotypes, sex characteristics, sexual orientation, gender identity, and gender expression), marital, family, or parental status, pregnancy or related conditions, national origin, disability, or status as a protected veteran. The University of Denver does not discriminate and prohibits discrimination on the basis of race, color, national origin, ancestry, age, religion, creed, disability, sex (including sex stereotypes, sex characteristics, sexual orientation, gender identity, and gender expression), marital family, and parental status, pregnancy, genetic information, military enlistment, or veteran status, and any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance in any of the University's educational programs and activities, and in the employment (including application for employment) and admissions (including application for admission) context, as required by Title IX of the Education Amendments of 1972; the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act; the Colorado Equal Pay for Equal Work Act; the Colorado Protecting Opportunities and Worker's Rights ("POWR") Act; and any other federal, state, and local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation. For more information, please see the University of Denver's [Non-Discrimination-Statement](#).

All offers of employment are contingent upon satisfactory completion of a criminal history background check.

**If you require any additional documentation outside of Resume/CV, Cover letter & three references, please indicate those requirements with the options listed here. (Select all that apply):\***

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Additional Documents Required | <input type="checkbox"/> Diversity Statement         |
| <input type="checkbox"/> Letters of Recommendation                   | <input type="checkbox"/> Portfolio                   |
| <input type="checkbox"/> Publications                                | <input type="checkbox"/> Research Statement          |
| <input type="checkbox"/> Teaching Statement                          | <input type="checkbox"/> Transcripts/Proof of Degree |

**If other supporting documents are required, please specify:**

**Additional Information for the Recruiter:**

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### SEARCH COMMITTEE DETAILS

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**Search Committee Chair/Hiring Manager:\***

Maria Salazar

Email address: [Maria.Salazar@du.edu](mailto:Maria.Salazar@du.edu)

**Search Committee Members:**

Recipient

870135059(Salazar, Maria-004065):

Maria Salazar

872643719(Matusiak, Krystyna-004033):


Keren Dali

871183603(Michalec, Paul-004030):

Betsy Leonard

**SELECTION CRITERIA**

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 There are no items to show

**INTAKE MEETING DOCUMENTATION**

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**Qualification Revisions:**

**Testing/Assessments:**

**Interview Process:**

**Special Recruitment Instructions:**

**Overall Notes:**

**Intake Meeting Documentation:**

**USERS AND APPROVALS**

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**NOTE: To launch the approval process on this requisition, choose "Save & Submit." Choosing "Save" will keep a copy of this requisition in Draft-only status, and will not begin an approval.**

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**Team:** 873567523(Gallick, Christopher-006896)  
**Recruitment Process:\*** DU Benefited Staff Recruiting  
**Administrative Support:** Arianna Swartzentruber  
Email address: Arianna.Swartzentruber@du.edu

**Hiring Manager / Originator:\*** Maria Salazar  
Email address: Maria.Salazar@du.edu

**Approval process:\*** DU Benefited Staff Approval

1. Recruitment: Jobs @DU  Approved Sep 23, 2024

**Recruiter:\*** Grace Vigliotti  
Email address: Grace.Vigliotti@du.edu