

DIRECTOR OF QUALITY ASSURANCE AND ACCREDITATION

The School of Education at Gardner-Webb University seeks a strong candidate to serve as the Director of Quality Assurance and Accreditation (non-tenure track). The 12-month director position will begin in January 2019. **While the preferred candidate will have a doctorate degree, the committee will interview candidates with a master's degree in educational measurement, statistics or educational research.**

Requirements:

The preferred candidate will have a doctorate in education, educational measurement, statistics, educational research or a related field and a strong record of research, scholarly, and/or creative achievement. Administrative and/or supervisor experience as department chair, program coordinator, or similar position also is preferred. The preferred candidate will have a minimum of three (3) years of experience working with quality assurance systems and accreditation in higher education; strong interpersonal, analytic, and written and oral communication skills; knowledge of the disciplines and programs represented in the School; ability to perform the essential duties related to internal operations of the School including, but not limited to: accreditation (CAEP, SACSCOC and North Carolina Department of Public Instruction), assessment, curricula development, research programs, and student success; commitment to serving diverse constituencies in a shared governance environment; ability to interpret policies and apply regulations within given business practices and organizational structures; desire to work in a team-based, dynamic environment.

The Director of Quality Assurance and Accreditation:

- Coordinates the School of Education's quality assurance system including strategic planning, assessment and evaluation for continuous improvement, statistical analysis of instrumentation to establish validity and reliability, and data dissemination
- Provides leadership for and coordination of the operational function of the research mission of the School including strategic partnerships with Foundations, grants, agencies, corporations, and businesses
- Works closely with the dean, associate deans, and department chairs/program coordinators to develop processes to support academic programs through continuous improvement structures
- Serves on the SOE Dean's Council, PEC (Professional Education Council) and other committees as assigned
- Generates and submits all required School reports: annual Gardner-Webb University reports, NC Institution of Higher Education reports, CAEP, SACSCOC and other reports as requested
- Performs other duties as requested by the dean or other Gardner-Webb University supervisors
- Coordinates the IRB and research processes for doctoral candidates
- Serves on doctoral committees as needed

Candidates should electronically submit a letter of interest, current vita, official college transcripts, and contact information for three professional references to:

Dr. Jim Palermo
Search Committee Chair
jpalermo@gardner-webb.edu

Non-electronic transcripts may be sent to:

Dr. Jim Palermo
Gardner-Webb University
P.O. Box 7304
Boiling Springs, NC 28017

Review of applications will begin immediately and continue until the position is filled.