

Rider University Assessment and Accreditation Coordinator for the College of Education

Requisition Number	Position Number: 24F350115
Position Title	Assessment and Accreditation Coordinator
Position Description	<p>WHY RIDER UNIVERSITY?? – We take pride in our progress and the positive impact it has on our students and the University.</p> <p>Rider University is consistently highly ranked as a best college by <i>U.S. News and World Report</i> and <i>The Princeton Review</i> for student success, academic programs, veteran friendliness, and its sustainability efforts.</p> <p>Rider University is committed to fostering an inclusive, vibrant living and learning community that embraces students, faculty, and staff of all backgrounds and enables them to achieve success.</p> <p>Rider University invites applications for the position of Assessment and Accreditation Coordinator within the College of Education & Human Services (CEHS). Reporting to the Dean of the College of Education & Human Services, this individual will coordinate and provide support for all aspects of CEHS assessment and accreditation to ensure integration of student outcomes assessment into processes and decision-making at the college, department, and program levels.</p> <p>The CEHS Assessment and Accreditation Coordinator will:</p> <ul style="list-style-type: none">• Coordinate CAEP accreditation for advanced and initial certification programs;• Oversee CACREP, NASP, and ADTA accreditation and approval processes;• Lead program approval and re-approval process with the New Jersey Department of Education;• Manage the LiveText performance management system;• Provide Canvas support that links Livetext and Canvas;• Manage and distribute site licenses for Livetext accounts;

- Upload assessments, pull data for reports, link courses and assignments with Canvas, train new faculty staff and students in Livetext use;
- Actively participate in professional associations to monitor changing standards in NJDOE, ETS/Title II, CAEP, HESAA, and changing state laws with education implications;
- Compile and analyze data for annual reporting to CAEP and NJDOE;
- Lead validation of all key assessments;
- Design and conduct all annual surveys aligned with CAEP, NASP, CACREP accreditation standards for data retreats and annual reports, including employer and alumni surveys, completer surveys, site supervisor surveys;
- Maintain annual accountability measures; and
- Oversee the writing of the self-study report, the self-study addendum in response to formative feedback.

Position Requirements

- Minimum Bachelor’s degree from a regionally accredited institution.
- Minimum of 2 years of demonstrated experience with accreditation, data collection, and management.
- Satisfactory background and/or DMV checks required

Position Preferred Qualifications/Experience

- Master’s degree from a regionally accredited institution
- At least one year of experience in PK-12 or higher education setting

Location

Lawrenceville, NJ

To Apply:

<https://rider.peopleadmin.com/postings/9345>