Rider University Assessment and Accreditation Coordinator for the College of Education

**Requisition Number**  
Position Number: 24F350115

**Position Title**  
Assessment and Accreditation Coordinator

**Position Description**  
WHY RIDER UNIVERSITY?? – We take pride in our progress and the positive impact it has on our students and the University.

Rider University is consistently highly ranked as a best college by *U.S. News and World Report* and *The Princeton Review* for student success, academic programs, veteran friendliness, and its sustainability efforts.

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.

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.

The CEHS Assessment and Accreditation Coordinator will:

- 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