EMPLOYMENT OPPORTUNITIES

Project Coordinator I (Assessment and Accreditation)

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Position Details

Position Information

Recruitment/Posting Title	Project Coordinator I (Assessment and Accreditation)
Job Category	URA-AFT Administrative
Department	GSE - Dean's Office
Overview	The Rutgers University Graduate School of Education (GSE) is dedicated to the study and improvement of education. The creation of knowledge about teaching and learning is central to our mission. We seek to ensure that all children and adults have access to high quality educational programs. As such, our work addresses the cognitive, social, organizational, cultural, linguistic, developmental, and policy dimensions of education. Our instructional programs are designed to produce graduates who become effective educational practitioners, transformative educational leaders, and accomplished educational researchers. Our partnerships and service contributions focus on New Jersey but extend to both national and global communities.
Posting Summary	Rutgers, The State University of New Jersey is seeking a Project Coordinator I (Assessment and Accreditation) for the Graduate School of Education. This position, on the GSE's Assessment team, is part of the Office of Academic Affairs within the Dean's Office. The Project Coordinator will support assessment across all programs at the GSE with particular attention to CAEP/CACREP national accreditation for programs leading to New Jersey professional certification, including teacher education, school counseling, and other programs.
	Among the key duties of the position are the following:
	• Sets up and maintains data collection systems, using Qualtrics, Watermark Student Learning & Licensure (SLL), Excel, and other tools.
	• Provides support to students, instructors, and P-12 school-based personnel utilizing SLL and other systems.
	• Coordinates and follows through with assessment projects that include large data sets and many moving, interconnected parts.
	• Cleans, analyzes, visualizes, and presents data to support meaning-making and project goals, and for inclusion in internal and external reports.
	• Assists in the preparation of assessment and accreditation reports and presentations.
	• Communicates across multiple stakeholder groups about matters related to assessment.
	• Demonstrates a basic understanding of descriptive statistics.
FLSA	Nonexempt
Grade	04
Salary Details	
Minimum Salary	59893.480
Mid Range Salary	73909.480
Maximum Salary	87925.480
Offer Information	The final salary offer may be determined by several factors, including, but not limited to, the candidate's qualifications, experience, and expertise, and availability of department or grant funds to support the position. We also take into consideration market benchmarks, if and when appropriate, and internal equity to ensure fair compensation relative to the university's broader compensation structure. We are committed to offering competitive and flexible compensation packages to attract and retain top talent.

Benefits	Rutgers offers a comprehensive benefits package to eligible employees, based on position, which includes: • Medical, prescription drug, and dental coverage • Paid vacation, holidays, and various leave programs • Competitive retirement benefits, including defined contribution plans and voluntary tax-deferred savings options • Employee and dependent educational benefits • Life insurance coverage • Employee discounts programs For detailed information on benefits and eligibility, please visit: **http://uhr.rutgers.edu/benefits/benefits-overview**.
Position Status	Full Time
Working Hours	
Standard Hours	37.50
Daily Work Shift	Day
Work Arrangement	Consistent with the current application of Rutgers Policy 60.3.22, this position may be eligible for a hybrid work arrangement. The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective September 1, 2022 through August 31, 2023. Therefore, there is no guarantee that this flexible work arrangement will continue beyond that date. Flexible work arrangements are not permanent, are subject to change or cancellation and contingent on the employee receiving approval in the FlexWork@RU Application System. Additional information may be found at **https://futureofwork.rutgers.edu**.
Union Description	URA-AFT Administrative
Payroll Designation	PeopleSoft
Seniority Unit	
Terms of Appointment	Staff - 12 month
Position Pension Eligibility	ABP

Qualifications

Minimum Education and Experience	
Certifications/Licenses	• Bachelor's degree and two years of relevant experience, preferably in an academic setting or an equivalent combination of education and/or experience.
Required Knowledge, Skills, and Abilities	• Excellent interpersonal and verbal/written communication skills. • Excellent organizational and project management skills. • Ability to maintain timetables and meet deadlines. • Ability to balance multiple ongoing projects, and flexibility to deal with ever-changing priorities. • Expertise with Microsoft Office, especially Excel, OneDrive and PowerPoint. • Willingness to learn new skills and how to use new tools. • Energetic, positive and possess an upbeat optimistic attitude and be a team player. • Ability to assess needs and develop new skills.
Preferred Qualifications	• Four years of relevant experience, preferably in an academic setting. • Experience with Qualtrics survey platform. • Experience with Watermark Student Learning & Licensure, Canvas, HelioCampus or other online assessment platforms. • Working knowledge of additional data collection/tracking systems as well as data assessment, analysis, and/or data visualization programs.
Equipment Utilized	• Microsoft Excel and OneDrive, Qualtrics, and Watermark Student Learning & Licensure.
Physical Demands and Work Environment	• Ability to sit for long periods of time.

Special Conditions	• Candidates may be asked to complete an Excel and/or writing assessment.

Posting Details

Posting Number	25ST2017
Posting Open Date	09/25/2025
Special Instructions to Applicants	
Regional Campus	Rutgers University-New Brunswick
Home Location Campus	College Ave (RU-New Brunswick)
City	New Brunswick
State	NJ
Location Details	

Pre-employment Screenings

All offers of employment are contingent upon successful completion of all pre-employment screenings.

Immunization Requirements

Under Policy 100.3.1 Immunization Policy for Covered Individuals, if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate's offer of employment or disciplinary action up to and including termination.

Affirmative Action/Equal Employment Opportunity Statement

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: http://uhr.rutgers.edu/non-discrimination-statement

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree and two years of relevant experience, preferably in an academic setting or an equivalent combination of education and/or experience?

   • Yes

- No

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application
3. List of Professional References (contact Info)

Optional Documents