

Director of Assessment, Accountability, and Accreditation

JOB SUMMARY

Primary responsibility involves oversight of the design, development, and management of a comprehensive and integrated assessment system to provide information to evaluate productivity, effectiveness, and impact in alignment with the goals and mission of the Neag School as well as accreditation requirements. Tasks include identification, collection, maintenance, and analyses of data from various sources, effectively communicating analysis for decision-making and planning, publication and compliance with regulations, and working with faculty and staff to create, plan and administer program assessments and data systems related to accreditation. Independently manage the day-to-day administration of data and perform moderately complex analysis, forecasting, and reporting. Requires some travel within the State of Connecticut.

DUTIES AND RESPONSIBILITIES

- Identify, anticipate, and address assessment, data, and information reporting needs of the Neag School of Education.
- Independently review program assessments and surveys to ensure validity and reliability and work with faculty to continually improve both.
- Lead the development and implementation of the Neag School of Education Assessment Plan, facilitating revision and updating the plan on a routine schedule.
- Coordinate and communicate with accreditation agencies, University offices, and Neag faculty and leadership for the purpose of assembling and writing reports required for a variety of needs.
- Provide moderately complex data analysis in support of academic planning, reporting, and decision-making at school-wide, department, and program levels.
- Complete data syntheses for external assessment reports (e.g., CAEP Annual Report, US News, Title II Report, etc.) and collaborate with appropriate personnel to ensure timely and complete submission.
- Take a proactive role in the design and maintenance of assessment systems required of accreditation agencies in education, including organizing new data, assisting staff and faculty in developing valid and reliable programs and school-wide assessments for accreditation, developing standardized practices for linking to University systems as relevant, and for collecting, analyzing, and interpreting data to ensure data accuracy and integrity in all reports.
- Effectively communicate analysis through formal presentations, narratives, and written reports tailored to various internal and external target audiences.
- Oversee the development, implementation, and analysis of systems required for program, department, and school-wide surveys.
- Serve as a resource for education-related data and analytical support to various stakeholders and maintain contact with university and external offices to obtain and ensure the accuracy of information.
- Supervise and train Neag School staff and student assistants as needed to complete assigned projects.
- Represent the Neag School of Education on various University and external committees as needed or required.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field.
2. Five years of professional experience in an assessment related area, with one year overseeing large projects or in a supervisory capacity over a small unit.
3. Experience with program assessment processes and accreditation standards in education (e.g. NEASC, CAEP, APA, CACREP).
4. Experience with addressing and resolving issues related to educational assessment and accreditation.
5. Experience working with data from multiple electronic sources.
6. Demonstrated analytical, quantitative, and data visualization skills.
7. Demonstrated written communication skills.
8. Experience with an ERP such as Qualtrics, PeopleSoft, SAP, or Banner.

APPOINTMENT TERMS

This is a full-time, permanent position with a one-year probationary period and an anticipated start date in Fall 2025. Salary is commensurate with experience.

For full job description and to apply <https://jobs.hr.uconn.edu/en-us/job/499053/director-of-assessment-accountability-and-accreditation> For full consideration, please apply by August 12, 2025.