<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Assistant Dean of Assessment and Accreditation</th>
<th>Date</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Academic Affairs</td>
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<tr>
<td>DEPARTMENT</td>
<td>Isabelle Farrington College of Education &amp; Human Development</td>
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<td>REPORTS TO</td>
<td>Dean</td>
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<td>PURPOSE OF POSITION</td>
<td>The Assistant Dean of Assessment and Accreditation provides leadership and expertise to ensure rigorous evaluation of all the programs within the Farrington College of Education &amp; Human Development.</td>
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<td>UNUSUAL WORKING CONDITIONS</td>
<td>May be required to work evening/weekend hours at times.</td>
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**PRINCIPAL DUTIES & RESPONSIBILITIES:**

This position reports to the Dean in support of a broad range of assessment reporting needs and functions.

- Provide leadership for ongoing and systematic academic assessment, fostering a culture that promotes continuous improvement of student learning.
- Compiles, implements, presents, and analyzes outcomes data.
- Consult regularly with programs on assessment of student learning outcomes, as well as chairs and deans in their support of faculty conducting assessment.
- Facilitate professional development opportunities for faculty, chairs, and deans in academic assessment.
- Prepare high-impact and influential assessment reports to drive improvement, including annual reports for external accrediting bodies and state reports.
- Design surveys and perform quantitative and qualitative data collection and analysis; (i.e, curriculum and program effectiveness, student success, learning outcomes)
- Partner with faculty in the design and execution of surveys and other evaluation instruments for use in faculty-led assessment initiatives and effectiveness evaluation projects.
- Provide leadership in writing self-studies for various programmatic accreditation bodies (i.e. CAEP, CACREP), in cooperation with faculty.
• Stays informed about changes to accreditation and certification at the state and national levels.
• Leads on-going efforts to improve assessment data gathering and reporting and the wider use of FCEHD assessment management and data tools to support college planning, evaluation, operations, and decision-making.
• Directs the operations and maintenance of all assessment-related software and data systems.
• Assures that program assessment and evaluation tools are updated, disseminated, collected and analyzed.
• Assists with preparation of grant proposals.
• Serve on College and University committees.
• Serves as certification officer for certificate programs.
• Special projects as assigned by Dean.
• Other duties as assigned.

CLASSIFICATION: __X___EXEMPT __             NON-EXEMPT __
SUPERVISORY:     YES__   NO_X_ JOB GRADE: __

SUPERVISION OF PERSONNEL: List employees reporting directly to position. If more than one with same title, add prefix with number. After each position, identify whether exempt or non-exempt employee and total below. Attach an organizational chart if necessary.

N/A
Total number of employees functionally supervised __0__

**KNOWLEDGE AND SKILLS NEEDED:** State minimum formal education level and specialization necessary. State additional professional or technical knowledge or years of experience required.

- Minimum 5-7 years' experience in higher education assessment; educational outcomes or assessment experience
- Master’s degree in a related field required
- Doctoral Degree in a related field preferred
- Knowledge and experience with survey systems (i.e., Qualtrics) and statistical methodology and software
- Experience working with faculty on assessment and accreditation
- Experience managing data, data analysis, and report-writing to secure external accreditation
- Strong ability to collect, analyze, and present data in a cohesive manner to drive data informed recommendations.
- Experience with online portfolio software (i.e., Student Learning & Licensure).
- Experience with learning management systems such as Blackboard.
- Experience managing change initiatives including program review, assessment, improvement, project planning, and data-based decision-making concepts.
- Strong writing skills and ability to communicate clearly in writing.
- Strong collaboration skills.
- Ability to analyze multi-layered problems and propose solutions.
- Strong organizational skills and managing multiple projects simultaneously.