

Radford University invites applicants for **Director of Assessment in the College of Education and Human Development**.
For more information and to apply: <https://jobs.radford.edu/postings/14072>

Radford University is a comprehensive public university of over 7,700 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Radford University serves the Commonwealth of Virginia and the nation through a wide range of academic, cultural, human service and research programs. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. www.radford.edu

Position Summary

- Manage CEHD program data via prescribed data management structures and systems.
- Train and work with faculty and P-12 partners on use of data systems.
- Troubleshoot with faculty and P-12 partners on utilizing data input and reporting features.
- Collaborate with faculty to create and/or revise program level assessments that align with program standards and satisfy accreditation requirements.
- Ensure assessments required for accreditation are entered into the data management system.
- Administer unit and program level assessments required for accreditation.
- Assist with facilitating focus groups related to accreditation needs for departments.
- Track critical data for CEHD from all departments. Generate reports from data for faculty, deans, and accreditation organizations. Create customizable reports for faculty, deans, and P-12 partners.
- Facilitate unit and program level assessment meetings with faculty and college leadership.
- Collaborate with college leadership in the preparation and writing of annual state and federal reports.
- Manage CEHD Office of Assessment webpage dashboard to be utilized for various reporting mechanisms.
- Convene the CEHD Assessment Committee and supervise graduate and/or work-study students.

Required Qualifications:

- Master's degree in education or related field, or equivalent education, training, and experience required.
- Experience in education related to leading assessment teams and utilizing assessment data for improvement.
- Knowledge of the field of education and current trends related to assessment and evidence-driven policies and practices at state, regional and national levels.
- Experience using descriptive and inferential statistics.
- Must be flexible and resourceful with demonstrated excellent organizational skills, analytic skills, writing skills and interpersonal skills.
- Demonstrated ability to work with many different senior staff members, as well as other diverse members as a team in order to write reports and meet deadlines.
- Demonstrated ability to multi-task and manage large amounts of data.

Preferred Qualifications:

- Experience in designing assessment instruments and establishing reliability and validity.
- Knowledge, skills, and experience in working with a variety of databases and assessment software; familiarity with the design and development of secure web pages to collect a variety of evaluation data. Understand and utilize newer software designed to aid in the collection and presentation of data and reports.
- Experience with national and state accreditation and accountability systems. Familiar with accreditation in ACEND, CACREP, CAEP, CAATE, and COAPRT.
- Experience in higher education
- A doctorate in education or a related field preferred.