



THE UNIVERSITY OF TEXAS
PERMIAN BASIN

COLLEGE OF EDUCATION

Immediate Opening

Coordinator of Assessment and Accreditation (Job ID 108350)

Apply for this opportunity at: [UTPB APPLICANT WEBSITE](#).

The College of Education at The University of Texas Permian Basin (Odessa, Texas) seeks applicants for the position of Coordinator of Assessment and Accreditation. The Coordinator will take leadership in the efforts of the College of Education for accreditation and compliance with various entities as well as produce annual reports for submission to accrediting bodies including the Council for Accreditation of Educator Preparation (CAEP) and the Texas Education Agency (TEA). The Coordinator will work will manage internal databases and prepare reports for faculty and administrators to use in making decisions about program effectiveness. The Coordinator will also assist with data management and analysis for two funded projects in the College of Education. Other college data work is also included. The position is full-time and onsite in Odessa, Texas.

Reports to: Dean, College of Education

General Functions:

1. Serve as the College's primary point of contact for matters related to accreditation and accountability.
2. Maintain databases on student performance, employer and alumni surveys, unit workload, and operations.
3. Generate routine reports of assessment data.
4. Meet regularly with the College Leadership Team, program coordinators, and faculty to discuss data reports and interpretation of data. Provide mentoring and hands-on training on assessment tools.

Functions Relative to Externally Funded Projects:

1. Maintain databases for two externally funded projects, namely UTeach Permian Basin and Students' Thoughtful Response to Education and Mentoring (STREAM). Record, securely store, manage, and disseminate project data.
2. Work with the Directors and Principal Investigators of each project to provide summary data, as needed, for inclusion in reports to granting agencies/funders and internal University audiences.
3. Assist Project Directors and Principal Investigators in the development of a sustainability plan to assure the continuation of the projects as external funding diminishes.

Required Qualifications include:

1. Master's degree in Educational Assessment, Research and Evaluation, or a related field.
2. Ability to communicate effectively with various audiences, including explanation of technical information to faculty and staff.
3. Experience in evaluation design and analysis, database management, and writing of evaluation reports.
4. Advanced skill in working with Microsoft-based projects, including Power BI, Excel, Access, and Word.
5. Experience working within web-based data management environments.
6. Ability to function collaboratively within a team environment.

Preferred Qualifications include:

1. Doctoral degree in Educational Assessment, Research and Evaluation, or a related field.
2. Experience working within P-12 and/or college-level educational settings.
3. Previous experience with evaluation of funded projects.
4. Previous experience with technical writing associated with accreditation reports.

Salary is \$50,000-\$55,000 depending on qualifications.

Start date: Negotiable; as soon as the candidate of choice is identified.