



WAYNE STATE

College of Education

Posting Number: 046607

Position Title: Director, Academic-Director of Accreditation & Assessment

Number of Vacancies: 1

School/College/Division/Institutes/Centers: 02 - College of Education

Primary Department: H0201-Deans Office Education

Working Conditions

Wayne State University is a premier, public, urban research university located in the heart of Detroit where students from all backgrounds are offered a rich, high quality education. Our deep rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities preparing students for success in a diverse, global society. WSU encourages applications from women, people of color, and other underrepresented people. Wayne State is an affirmative action/equal opportunity employer.

Wayne State University requires all students, faculty and staff to be fully vaccinated against COVID-19 with limited exceptions. Learn more at: <https://wayne.edu/coronavirus>

Normal office environment.

Essential Functions (Job Duties)

Design, implement and manage a digital, integrated quality assurance system that provides valid and reliable data and information for administrators, faculty and staff to evaluate the College's academic programs and meet the accreditation requirements of multiple agencies. Manage and develop related data benchmarks, collection, and usage practices. Streamline and standardize the data collection centrally for utilization throughout the college and its academic programs.

Work collaboratively with content area experts, academic program coordinators, divisional leaders and other stakeholders to compile and analyze data, trends and outcomes. Gather and use input to write and produce statements and reports, including annual updates, program self-studies, and any related follow-up communications on accreditation and assessment. Ensure timeliness and compliance in the submission of reporting requirements and related activities for the purpose of achieving and/or maintaining College accreditation statuses.

Lead and facilitate accreditation and assessment activities such as site visits, reporting requirements, deadlines, and internal audits, etc. Foster collaborations and partnerships with internal and external stakeholders to ensure successful and timely outcomes. Lead and serve on various College and University teams, projects, task forces, committees, etc. on accreditation and assessment activities. Serve as liaison to the Council for the Accreditation of Educator Preparation (CAEP) and as chair of the college's CAEP Core Team.

Provide training and professional development for College stakeholders on academic accreditation and assessment management and engagement, including the development and evaluation (usefulness, reliability, validity, etc.) of key assessments, data collection, analysis and interpretation of assessment data. Conduct routine reviews of assessments and to identify necessary adjustments to existing curricula, ongoing assessment, data sources, activities, etc. Promote awareness of and commitment to meeting accreditation standards and requirements. Work to establish a culture of proactive engagement.

Be responsible for the organization and submission of annual reports to CAEP, the Michigan Department of Education (MDE), and other agencies related to accreditation.

Serve and attend state level meetings as the accreditation liaison between Wayne State University and Directors and Representatives of Teacher Education (DARTEP); as well as attend other state level meetings for the MDE and other agencies.

Unique Duties

Qualifications

Terminal degree (Ph.D. or Ed.D.) in education, statistics, higher education research/administration, or related field.

Minimum of 5 years of experience managing accreditation and assessment, preferably for a higher education institution.

Experience teaching and/or training, preferably in higher education.

Demonstrated experience conducting research, working with relational academic survey and assessment data management software, and conducting statistical analysis.

Knowledge of educator licensure.

CAEP reviewer experience is preferred.

Experience working with regional and national accreditation agencies is preferred.

Knowledge, Skills, Abilities, Other Credentials

Proven ability to track and manage projects and yield successful outcomes. Able to produce results and balance evolving and competing priorities.

Strong knowledge of assessment of student learning, student success, program evaluation, qualitative and quantitative research methods, and statistical analysis.

Able to conduct research and evaluations, establish measurements, conduct analysis and validate outcomes within a higher education setting.

Demonstrated leadership and interpersonal skills. Able to work collaboratively with a diverse range of stakeholders within and outside the College and University.

Ability to produce and provide training and professional development on accreditation and assessment for a highly diverse population of group and individual stakeholders.

Excellent verbal and written communication skills, with proficiency in copywriting, editing and proofreading.

Demonstrated commitment to ensuring collaborative communications with other stakeholders. Able to summarize and present highly complex and technical information effectively to diverse individuals and groups.

Ability to identify and resolve problems, develop alternative approaches and meet challenges with resourcefulness.

Be comfortable making difficult decisions, balancing competing needs, and managing diverse perspectives.

Background Check Requirements

University policy requires certain persons who are offered employment to undergo a background check, including a criminal history check, before starting to work. If you are offered employment, the University will inform you if a background check is required.