ACCREDITATION COORDINATOR

Job Duties:

The Accreditation Coordinator provides assistance to faculty and staff at the University of Rio Grande (URG) to plan, schedule, and coordinate accreditation activities and to plan, implement and use assessment of student learning to improve educational quality. The coordinator will also assist administrative offices with their assessment plans and provide data from central sources, including college wide surveys. The coordinator will:

• assist the academic departments and schools with their accreditation studies
• coordinate and track needed actions related to assessment for accreditation
• provide expertise in the design and implementation of assessment activities and in the interpretation of data related to student learning outcomes and assessment measures.
• support academic programs and educational/administrative support units in all phases of conducting assessment, i.e. planning, implementation, data analysis and reporting
• work with faculty and administrators to enhance the integration, consistency, rigor, effectiveness and documentation of assessment processes at the university
• develop resource materials and provides presentations to help faculty and staff streamline and improve their classroom and programs assessment practices
• develop and promote strategies to use assessment results to foster educational improvement
• disseminates survey data and encourage its use in all areas of assessment

Qualifications:

• Strong analytical, communication, organizational and computer skills; knowledge of quantitative and qualitative methods to assess student learning or program evaluation.
• Knowledge of quantitative and qualitative research methods