

**Accreditation & Baccalaureate Assessment Coordinator Sample Job Posting [ID: 445]**[Login then Apply](#)**Preview** 

Posted: Mar 7, 2023

**Compensation:** \$49,409.85 -  
\$69,173.79**Openings:** 1**Department:** Department**Location:** TBD**Position Summary:** Responsible for data collection and summarization for SACS accreditation and various baccalaureate assessment programs within the College.**Typical Essential Duties**

- Compiles information for comprehensive academic program reviews, and works with program administrators and faculty to summarize information for presentation to leadership, and the President's Cabinet;
- Develops, implements, and maintains continuous improvement training and assessment plans related to SACS accreditation and baccalaureate assessment;
- Documents business rules, procedures, nomenclatures and standards related to the use of assessment within the various upper division programs.

This is the third of five levels in the Institutional Effectiveness series. Incumbents coordinate an assigned College's strategic planning and assessment process and the state reporting function. Responsibilities may include developing and maintaining a comprehensive system to compile, manage, evaluate, and report data associated with College goals, and institutional initiatives; managing data systems for state reporting; reviewing and approving state reports; and performing the duties of the lower levels. Incumbents may supervise lower level institutional research staff.

**Requirements****Education:**

Master's degree in a related field to assigned area.

**Experience:**

Three (3) years experience in educational setting including experience in the design, validation, and implementation of assessments. Training and/or experience in educational measurement, evaluation, and/or assessment. Experience with SAS or SPSS software.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Student Data systems (PeopleSoft preferred).
- Supervisory principles;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods;
- Computers and related software applications.

**Skills:**

- Design and document systems and procedures;
- Develop and deliver technical training programs, and teach systems and concepts.
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Analyzing research reports;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Performing mathematical and statistical calculations;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Responsibilities:**

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Develops and executes research, including the development or selection of data collection instruments, determining what survey requests should be completed, and methods of administration.	Daily 20%
2.	Extracts, manipulates, and processes data utilizing a variety of resources; performs complex statistical computations and analyses, aligning the analyses with the strategic objectives of the College; and provides advice on implications of results.	Daily 30%
3.	Manages the data system for state reporting; reviews and approves a variety of reports related to strategic planning, which includes gathering and assembling a variety of data; and prepares and submits reports addressing external reporting requirements.	Daily 25%
4.	Confers with faculty and administration to determine issues and needs related to research and assessment. Implements and analyzes research studies which include administering and coordinating responses to surveys.	Daily 15%
5.	May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required