**Dir-Accreditation/Assessment**

**Please see Special Instructions for more details.**

To ensure full consideration, applications must be received by **January 31, 2018**. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

When applying you will be required to attach the following electronic documents:

1. A resume/CV; and
2. A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: **Michelle Mahana** at [michelle.mahana@oregonstate.edu](mailto:michelle.mahana@oregonstate.edu).

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

**Position Information**

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| **Department** | Public Hlth/HumanSci Adm (HHS) |
| **Position Title** | Specialist 2-Accred & Assess |
| **Job Title** | Dir-Accreditation/Assessment |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is Commensurate with Education and Experience |
| **Position Summary** | The College of [Public Health and Human Sciences](http://health.oregonstate.edu/) is seeking a Director of Assessment and Accreditation. This is a full time (1.00 FTE) 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Associate Dean.  The Director of Assessment and Accreditation will function as an integral member of the College leadership team responsible for assessment of learning outcomes, University and external assessment reports, as well as College accreditation updates. Responsibilities will include providing leadership in the development, design, implementation and oversight of assessment systems and programs to monitor and evaluate the performance of the College of Public Health and Human Sciences (CPHHS) against evaluation criteria for the University, CEPH and other accrediting bodies; assessment of student success and alumni readiness; evaluation, tracking and reporting of degree program competencies. This position reports to the Associate Dean for Academic and Faculty Affairs (ADAFA) and serves at the pleasure of the Dean of CPHHS. |
| **Position Duties** | **45% Lead planning, development, implementation and oversight of College assessment activities**   Develop ongoing, systematic, broad-based and integrated evaluation of College activities to document effectiveness in achieving stated mission, goals and objectives.   Provide leadership, expertise, support, and supervision of assessment in all academic programs of the College as mandated by CEPH accreditation and other accrediting agencies (e.g., program competencies, faculty productivity). The position will be the central referent and contact person for all accreditation activities in the College.   Advise faculty and staff about the interpretation of assessment policies and procedures established by accrediting agencies, and implementation of assessment activities to be in compliance with accreditation requirements and standards.   Assist faculty in completing competency reports to support effective program planning and improvement; report findings to College faculty and staff.   Manage and maintain databases (e.g., Salesforce and Digital Measures) to generate reports on faculty characteristics and productivity; track student characteristics and progress through academic programs; and complete faculty and student reports.  **40% Compile and analyze data required for assessment, accreditation and evaluation studies**   Establish, identify, define and prioritize assessment and evaluation activities in response to College information and analysis needs.   Collaborate with leadership to establish surveys, procedures, and a schedule for collection and reporting of information needed to support the various accreditations, assessments, and initiatives in the college.   Coordinate the scheduling and collection of competency assessment data for all academic programs.   Schedule and collect data needed to assess alumni-, student-, preceptor- and employer-related outcomes.   Use statistical techniques and qualitative data methods to analyze and manage data and information; summarize findings and prepare detailed reports required for accreditation and College quality improvement.   Assist with the creation of OSU’s annual assessment reports (undergraduate and graduate reports).   Assist the Dean and Associate Deans In the creation of the College’s annual report to the Provost.  **15% Supervision and Service**   Provide supervision and direction for assigned student workers, including planning, assigning and reviewing of work.   Assist in implementing ongoing training and development of individuals involved in the assessment of learning and accreditation.   Represent the College on the Oregon State University Assessment Council and serve on other committees appropriate to the position that benefit the CPHHS.   Complete additional duties as assigned by the ADAFA and Dean. |
| **Minimum/Required Qualifications** | Master’s degree in Education, Public Health, the Human Sciences, or other relevant graduate degree.  Experience working at an institution of higher education  Experience with data management using electronic databases.  Strong computer skills including an understanding of database design; proficiency in the use of electronic databases and Microsoft Office Word, Excel,PowerPoint, Outlook or equivalent software, including proficiency in organizing data in charts, tables and graphs.  Experience in designing data collection instruments.  Experience analyzing quantitative and qualitative data and evaluating statistical information to document program effectiveness and outcomes attainment.  Experience working effectively in teams, both in leadership and support roles.  Experience planning and managing multiple projects simultaneously, with attention to detail, timelines and the university-wide context of decisions.  Experience in establishing and maintaining effective working relationships with professional and administrative personnel at all levels.  Ability to be creative, supportive and thoughtful in problem-solving, considering the diverse and occasionally conflicting needs and perspectives of the faculty, staff and institution.  Strong organizational skills and ability to take initiative, prioritize workload, work independently and coordinate multiple activities.  Strong verbal and written communication skills with attention to detail.  Ability to understand and work within a complex institution with extensive government, regulatory and compliance responsibilities, as well as formal reporting and coordinating lines of authority.  A demonstrable commitment to promoting and enhancing diversity. |
| **Preferred (Special) Qualifications** | PhD in Education, Public Health,the Human Sciences, or another relevant doctoral degree.  Experience in basic data analysis to include calculation of student and faculty full-time equivalents, faculty to student ratios, average time to program completion and other analyses requiring basic statistical skills.  A minimum of two years of experience in assessment- or accreditation-related activities.  Experience with Banner SIS and Data Warehouse. |
| **Working Conditions / Work Schedule** |  |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01838UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 03/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 01/04/2018 |
| **Full Consideration Date** | 01/31/2018 |
| **Closing Date** | 03/31/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by **January 31, 2018**. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  When applying you will be required to attach the following electronic documents:   1. A resume/CV; and 2. A cover letter indicating how your qualifications and experience have prepared you for this position.   You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: **Michelle Mahana** at [michelle.mahana@oregonstate.edu](mailto:michelle.mahana@oregonstate.edu).  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**