

Position Description

Job Title: Assessment and Accreditation Specialist – Accreditation, Assessment, and Planning

Department: Office of the Provost

Position Description:

The primary role of the Assessment and Accreditation Specialist (AAS) is to support activities related to assessment and accreditation within the Academic Affairs Division. This individual supports program-level student learning outcome assessment efforts across the university including, but not limited to, developing and delivering workshops as requested. The AAS is responsible for administering surveys, data analysis and visualization, as well as creating reports for internal and external stakeholders. The AAS supports efforts to maintain institutional accreditation, including data gathering, report writing, and compliance activities. This individual works as a member of the Strategic Planning, Assessment, and Accreditation (SPAA) team within the Office of the Provost, under the supervision of the Assistant/Associate Vice President for Academic Affairs.

The AAS effectively communicates and collaborates with other SPAA team members, with faculty and staff in a variety of functional areas across the university, and with stakeholders internal and external to the university. Assessment efforts are focused on the effectiveness and impact of programs and co-curricular units as they contribute to the mission and strategic plans of the university. Accreditation efforts include providing support for assurance argument preparation and maintaining records for compliance with accreditation standards. The AAS must be able to integrate feedback from multiple stakeholders and respond to different project needs. The AAS tracks projects from start to finish, and manages multiple projects and priorities. The work involves a significant amount of detail-focused tasks in a quiet office environment with the possibility of some remote work.

Required Qualifications:

- Bachelor's degree in a related field, such as (but not limited to) education, psychology, sociology, statistics, research methodology, program evaluation, public administration or equivalent
- Two years of experience with assessment processes, including planning, outcome development, instrument design, data collection, analysis, and reporting
- Knowledge and demonstrated experience using and applying one or more of the following: analytical software, database management system software, data mining software, and survey software
- Demonstrated ability to produce data in a clear and understandable manner meeting user requirements
- Ability to work with data of varying levels of quality and validity
- Proven competence in managing multiple tasks and ability to set priorities
- High degree of accuracy and attention to detail
- Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgement, diplomacy and tact
- Outstanding interpersonal, written and oral communications skills
- Commitment to diversity and inclusion of all community members
- Commitment to a collaborative team approach and customer service
- Ability to self-motivate, self-pace, and work autonomously

Preferred Qualifications:

- Master's degree in a related field
- Four years of experience managing or overseeing outcomes assessment in a higher education setting
- An ability to learn and utilize assessment-related software, including for data collection (e.g., Campus Labs, Qualtrics), data visualization and data analysis (e.g., SPSS, Excel, Tableau) and databases (e.g. Access)
- Ability to develop, improve or expand databases
- Experience working with faculty members in individual and group settings

- Experience supporting programmatic or regional accreditation processes
- Familiarity with regional accreditation expectations (i.e., Higher Learning Commission)
- Ability to build relationships and motivate others to embrace sometimes new and unfamiliar processes

Responsibilities:

- Work closely with the Assistant/Associate Vice President to support institution- and program-level assessment and accreditation efforts
- Implement and support assessment projects across campus related to meeting objectives of strategic plans and understanding student learning, satisfaction, and needs
- Be a resource for, and assist with training of, faculty and staff in academic programs and administrative units through consultations on program assessment, including development of valid and reliable assessment methods, analysis and interpretation of results, reporting of results, and use of results to improve programs/services
- Assist with gathering, reviewing, and presenting information for institutional and programmatic accreditation, including writing reports and developing materials to support accreditation efforts
- Manage the records process for documenting faculty qualifications needed for institutional accreditation
- Utilize technology to gather data and produce custom information (reports, charts, graphs and tables) from data sources
- Organize and clean datasets that can be used for more complex statistical analyses
- Develop and produce dashboards, key performance indicators, and other recognized metrics used to monitor and report organizational performance
- Generate reports based on large datasets, and distribute and disseminate reports to internal and external end-users
- Support leadership by researching and providing summaries of best practices at peer institutions;
- Maintain knowledge of national trends in higher education assessment
- Develop and maintain library of assessment and evaluation resources, including online resources related to assessment strategies and reporting processes
- Perform other job-related duties as assigned

Salary: Competitive with excellent fringe benefits

Campus: Allendale

Application Deadline: Consideration of applications will begin immediately. Please submit by October 18, 2021 to assure full consideration. The position may be closed at any time at the discretion of the University.

How To Apply: Apply online at jobs.gvsu.edu and click "Apply now". Include a resume and a cover letter stating how your skills, education and experience address the responsibilities and qualifications of this position. The online system will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references. If you need assistance or have questions, call Human Resources at 616- 331-2215.

Allendale, Michigan 49401 - (616) 331-5000

For more information about Grand Valley, see our website at www.gvsu.edu

Grand Valley State University is an EOE which includes protected veterans and individuals with disabilities. See <http://www.gvsu.edu/affirmative/>. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State)