

Director of Assessment and Accreditation  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=232246>

Downloaded On: May. 8, 2024 6:04pm

Posted Mar. 4, 2024, set to expire Dec. 7, 2024

<b>Job Title</b>	Director of Assessment and Accreditation
<b>Department</b>	Institutional Research, Assessment, Accreditation and Planning (IRAAP)
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Mar. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other Administration - Undergraduate Education
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Director-of-Assessment-and-Accreditation_J0002032">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Director-of-Assessment-and-Accreditation_J0002032</a>

**Apply By Email**

**Job Description**

**Department:**

Institutional Research, Assessment, Accreditation and Planning (IRAAP)

**Salary/Hourly**

\$57,216.43 Annual

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**Union/Position Status:**

AAECC FT

**Posting Closing Date:**

April 1, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves coordinating unit review and accreditation activities for the College. The incumbent, under direct supervision of senior executive staff, exercises responsibility for integrating unit review and accreditation with other areas of the College, primarily Middle States, Health Sciences, Engineering Technologies and governance. This position works closely with FFECC Assessment Mentors, FFECC Accreditation, Chair, Academic Assessment Committee and Assessment Coordinator(s). Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Coordinates the academic and non-academic unit/institutional review process;
- Oversees the College's assessment plan;
- Updates the assessment document manuals and conducts retreats, seminars and individual consultations with departments on assessment best practices;
- Mentors Department Heads, Chairs, Directors and Staff in completion of their unit review and

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strategic plan development;

- Monitors the submittal, summary and prioritization of annual department action plan updates as relates to resource allocation needs;
- Oversees the completion of external accreditation self-study reviews, site visits and reports with identified departmental staff, including Middle States, ABET and those in the Health Sciences;
- Coordinates the completion of Middle States Commission on Higher Education reports and keeps the SES staff updated;
- Maintains and updates the ECC Assessment Web Site and posts reports;
- Completes external reports in collaboration with the Institutional Research Department;
- Participates in the Academic Assessment Committees including General Education, Course, curriculum, graduate learning outcomes and institutional effectiveness;
- Participates in the planning process, along with other administrative and SES staff, based on data reviewed and input from internal and external sources;
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Evidence of a commitment to and an understanding of the philosophy, mission, purpose, programs, assessment and accreditation requirements of a comprehensive community college. Good knowledge of research methods, procedures and software at the College level; ability to perform research and assessment activities; ability to coordinate multi-

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faceted projects from concept to completion and to work collaboratively with college and community constituents; ability to coordinate and extract data from the College Information Systems for analyses and reporting; ability to communicate effectively; sound professional judgment; courtesy; tact; physically capable of performing the essential functions of the position with or without reasonable accommodation.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university with a Bachelor's degree in educational administration, research or related area and three (3) years of experience in higher education assessment, accreditation, program review and institutional planning.

### **SPECIAL REQUIREMENTS:**

**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

### **Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

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**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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