

Director of Assessment and Accreditation  
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 12:58pm

Posted Dec. 11, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Director of Assessment and Accreditation
<b>Department</b>	SEAS Office of Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 11, 2023
<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>	Teaching & Learning Administration - Academic Unit
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46981">https://www.ubjobs.buffalo.edu/postings/46981</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [School of Engineering and Applied Sciences](#), Office of Academic Affairs seeks a **Director of Assessment and Accreditation** to lead assessment and accreditation activities as well as leverage data from various sources to identify opportunities to improve student success.

Under the direction of the Senior Associate Dean for Academic Affairs, the incumbent will:

- Direct the implementation of a data-enabled assessment approach for academic programs within (SEAS), which informs opportunities for continuous improvement and supports accreditation processes.

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- Work with the SEAS Undergraduate and Graduate Academic Programs Committees (APCs) to develop strategies, initiatives, and plans related to assessment and accreditation.
- Collaborate on the maintenance/development of an established in-house software platform for collection and review of assessment data.
- Develop training materials and train faculty and staff in assessment processes and procedures.
- Lead the School's ABET and Middle States accreditation processes.
- Support the university's Annual Academic Program Assessment Report (AAPAR) Process and Comprehensive Program Review for SEAS programs.
- Represent SEAS on the Institutional Assessment Committee (IAC).
- Work with UB's Office of Curriculum, Assessment and Teaching Transformation as well as SEAS faculty and staff to design and disseminate exit surveys for SEAS graduates.
- Lead the data reporting for the School and its programs to the appropriate academic ranking and reporting organizations (e.g., AAU, ASEE, US News & World Report)
- Interface with the Assessment and Research team of UB's Student Life regarding the UB Next Survey and the associated data.
- Serve as SEAS Unit-Level Coordinator for the UB course evaluation process, managing course evaluations for the school.
- Gather, organize, and analyze data, often from disparate sources, with the aim of drawing connections between student preparation, activities, and academic performance.
- Interface with the SEAS IT Team to inform the development of tools to monitor student progress, identify at-risk students, and engage a student's support team.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

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### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Master's degree.
- 1 year of experience in program assessment, working with accreditation bodies, and/or the collection, organization, analysis, and reporting of academic data.

### **Contact Information**

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

### **Contact**

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