ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Academic Effectiveness and Accreditation

DEPARTMENT: Gabelli School of Business

POSITION SUMMARY:
The Associate Director of Accreditation and Academic Effectiveness facilitates the development and implementation of a comprehensive assessment program in pursuit of academic excellence and in accordance with accreditation, the school’s mission and its strategic plan. This position requires knowledge of accreditation requirements, current assessment practices, and research on teaching effectiveness and student learning. The role reports to the Associate Dean of Academic Administration, and also works closely with other Associate Deans, area chairs, program directors, faculty and students.

RESPONSIBILITIES:
- Facilitates development, implementation, and revision of a College-wide assessment program that spans all areas/programs and complies with requirements of multiple disciplinary accrediting bodies.
- Fosters an assessment culture around the School’s efforts toward continuous improvement. Collaborates with area chairs, program directors, academic advisors, career development staff, and other faculty to identify, develop, interpret and report learning outcomes aligned with AACSB standards, including maintaining learning goals and developing direct and indirect curricular and co-curricular data collection plans, student learning assessment measures, and curriculum based on best practices. Codes, analyzes, and disseminates results to stakeholders in a timely fashion.
- Serves as primary liaison to AACSB. Helps ensure achievement of AACSB standards and themes. Responsible for gathering data and preparing reports for AACSB Continuous Improvement Review. Maintains currency on AACSB accreditation standards. Manages all records required to certify and maintain all accreditations. Coordinates the preparation for and execution of accreditation visits.
- Coordinates all data collection efforts related to AACSB surveys. Supports data collection for all other Gabelli School of Business rankings and surveys.
- Manages all AACSB-required records on full-time and adjunct faculty, including intellectual contributions (IC). Serves as college administrator for Digital Measures.
- Maintains list of Peer Reviewed Journals (PRJs); provides faculty quality inclusion recommendations.
- Researches and recommends professional development opportunities, best practices, and materials in support of effective assessment.
- Maintains and organizes records and files for the purpose of documenting assessment activities and seeks ways to computerize and/or automate assessment-related processes as appropriate.
- Analyzes course schedules at all levels to ensure appropriate faculty utilization per AACSB requirements; makes recommendations for improvement. Communicates information to area chairs.
- Evaluates all faculty, including new adjunct and full-time faculty hires, to determine 4Q status.
- Tracks faculty teaching, research, and service metrics. Compiles reports as needed for related metrics (for area chairs, associate deans, and faculty directors); shares highlights with Marketing/Communications team.
- Manages implementation of the course evaluation system and process. Supports the Faculty Director for Teaching Excellence to identify and facilitate opportunities for faculty development.
- With program directors and Provost’s office, ensures compliance with State filing requirements.
- Supervises personnel such as graduate assistants and student workers.
QUALIFICATIONS:

- Master’s Degree in a related field.
- 3+ years of experience in student learning assessment, program evaluation and educational research.
- Familiarity with AACSB, Middle States, and/or NY requirements for higher ed. programs preferred.
- Strategic, big picture thinker with the ability to work and solve problems independently, think critically, be self-motivated, plan and organize various tasks, manage multiple projects simultaneously, meet deadlines, and anticipate challenges, potential problems and issues.
- Experience with developing surveys, performing analyses with statistical software, data visualization techniques, building and managing datasets, and preparing reports.
- Excellent organizational, oral and written communications skills; stringent attention to detail.
- Strong relationship builder; ability to relate well with others and work collaboratively.
- Awareness of faculty research and familiarity with various types of faculty intellectual contributions preferred.
- Ability to maintain security and confidentiality of data and information.
- Ability to project a positive image of the University to constituencies, both on- and off-campus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: January 2, 2020

SEND LETTER AND RESUME TO:
Greer Jason-DiBartolo,
Associate Dean for Academic Administration
Gabelli School of Business
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