



ASSISTANT DIRECTOR, ASSESSMENT/PLANNING

SCHOOL OF EDUCATION

PACE UNIVERSITY

The School of Education at Pace University invites applications for the position of Assistant Director of Assessment and Planning. The Director is responsible for designing, organizing, and coordinating data measurement systems to support the strategic goals and assessment plan of the School of Education, particularly those systems in connection with program/unit evaluation, CAEP accreditation and internal and external reporting. The Director will work closely with the Dean of the School of Education and faculty as well as University assessment committees and information technology specialists to assure data integrity and communication.

**Position Qualifications and Attributes:**

Masters' degree in psychology, educational research, information/systems management, or related fields

Experience with CAEP accreditation

Experience with program assessment or evaluation

Experience in data analysis and reporting

Knowledge of statistics and research methods (Excel, Access, SPSS, SAS)

Strong communication and interpersonal skills

Competence in technology and willingness to learn new technology

Qualified applicants should send a cover letter, curriculum vita, and names of 3 references to Ms. Anna Fishman, Pace University School of Education, 861 Bedford Road, Pleasantville, NY 10570 or email to [afishman@pace.edu](mailto:afishman@pace.edu). (E-mail submission is preferred.) Application review will begin immediately, and continue until position is filled.

*Pace University is an Equal Opportunity, Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.*