



**Midwestern State University
Wichita Falls, Texas
West College of Education**

Position available: Manager of Accreditation, West College of Education

Job Description:

Responsible for the oversight of the design, development, and management of a comprehensive and integrated assessment system to provide information to evaluate productivity, effectiveness, and impact in alignment with the goals and mission of the West College of Education as well as accreditation requirements of multiple agencies. Tasks include identification, collection, maintenance, and analyses of data from various sources; effectively communicating analysis for decision-making, planning, publication, and compliance with regulations; and working with faculty and staff to create, plan and administer program assessments and data systems related to accreditation with CAEP, TEA, SACS, and respective SPA's. Must independently manage the day-to-day administration of data and perform moderately complex analysis, forecasting, and reporting.

Examples

In collaboration with department chairs, college committees, and individual faculty, collects and analyzes data regarding student learning and college impact. Proposes changes in college pedagogical activities to improve student learning and college impact. Develops and submits lengthy and detailed written reports regarding college learning outcomes, innovation, engagement, and impact activities to accrediting bodies. Makes presentations to faculty on detailed analysis and keeps college apprised in latest accreditation best practices and expectations.

Experience

Two years' experience in higher education administration. Work with assurance of learning activities. Experience using statistical analysis programs for reporting and decision support, including some knowledge of programming. Considerable knowledge of program evaluation and applied research design and analysis. Experience in completion of accreditation reports to national accrediting agencies. Evidence of independent and creative thinking and writing in solving issues in education assessment.

Knowledge

Familiar with statistical processes and analysis. Familiar with assessment and high-impact education processes. Working knowledge of program assessment processes and accreditation standards in education at both state, regional and national levels (e.g. CAEP, CACREP, NCTM, NCTE, NCSS, NSTA, SHAPE, SACS)

Education

Master's degree in field associated with education. Terminal degree preferred.

Additional Requirements

Exceptional interpersonal skills. Excellent speaking and writing skills. Excellent analytical and quantitative skills. Demonstrated ability to effectively organize, analyze, interpret, and present complex information and ideas in both oral and written forms. Able to coordinate simultaneously multiple projects. Ability to work with data from multiple electronic sources. Regular reliable attendance is required. Designated as a Responsible Employee as outlined by Title IX. This position is designated as security sensitive (Mod) and requires a criminal background check.

Review begins immediately and continues until the position is filled. MSU is an EEO/ADAAA Compliance Employer.

<http://www.msutexas.edu>

Application: To apply, submit a state of Texas application, letter of application, CV, unofficial transcripts, and list of three references to the Human Resources Department at the address below:

Midwestern State University
Human Resources Department
3410 Taft Boulevard
Wichita Falls, TX 76308
Phone: [940-397-4221](tel:940-397-4221)
Fax: 940-397-4780
E-mail: human.resources@msutexas.edu

Link to State of Texas application: <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>