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Director of Assessment and Accreditation

Location: Erie

Department: Office of Curriculum and Instruction

Reports To: Vice President for Curriculum and Instruction

Full/Part Time: Full Time

Classification: Exempt/Salary

Closes: Open Until Filled

SUMMARY:

The Director of Assessment and Accreditation manages and oversees the assessment processes for the university. In addition, the director also acts as the Accreditation Liaison Officer for the university.

DUTIES AND RESPONSIBILITIES:

- x Plans and executes assessment processes for all units of the university.
- x Manages and maintain comprehensive database and derived from assessment and compliance activities.
- x Manages the university evidence inventory for regional accreditors.
- x Manages schedule and processes for all accreditations.
- x Maintains collaborative relations with all units of the university in assessment and accreditation processes.
- x Monitors and implements compliance solutions to applicable external agency requirements, laws/regulations, and accreditation standards.
- x Stays current with accreditation standards and policies as well as state and federal regulations.
- x Oversees the writing and submission of regional accreditation reports.
- x

REQUIRED QUALIFICATIONS:

- x Bachelor's degree in related field required, Master's degree preferred, with 3-5 years of related experience.

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.