



Director of Assessment, Data Analysis, & Accreditation

Department: Institutional Research & Assessment
Status: Exempt, Full Time
Closes: Open until filled
Location: This position may be remote or hybrid

Report To: Provost & VP for Academic Affairs
Classification: Administrator

POSITION SUMMARY

The Director of Assessment Data Analysis and Accreditation manages and oversees the assessment processes for the university. This position manages internal and external processes that collect and analyze data which have impact on the accreditation of the University.

DUTIES AND RESPONSIBILITIES

- Plans and executes assessment processes for all units of the university.
- Manages and maintains comprehensive database derived from assessment and compliance activities.
- Manages the university evidence inventory for regional accreditors.
- Manages schedule and processes for all accreditations.
- Maintains collaborative relations with all units of the university in assessment and accreditation processes.
- Monitors and implements compliance solutions to applicable external agency requirements, laws/regulations, and accreditation standards.
- Stays current with accreditation standards and policies as well as state and federal regulations.
- Oversees the writing and submission of regional accreditation reports.
- Promotes effective, efficient use of data across all areas of campus and facilitates data use within the Office of Academic Affairs.

EDUCATION AND EXPERIENCE

- Bachelor's degree in related field required, Master's degree preferred, with 3-5 years of related experience.
- Experience working in a higher education setting.

KNOWLEDGE AND SKILLS

- Demonstrated ability to work collaboratively with administrators, staff, and faculty
- Knowledge of or experience with analysis of data, program evaluation, and/or assessment
- The ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations.
- Ability to work independently, solve problems, and deal with a variety of complex issues and initiatives.
- Attention to detail, adeptness with multitasking, and proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook, Teams).
- Excellent organizational skills, ability to work independently, use initiative, and make substantive decisions quickly.
- Ability to facilitate cross sector action teams in developing and implementing university wide action plans.



- Demonstrated ability to manage numerous assignments and multiple deadlines concurrently, and to work a flexible schedule to meet the needs of the initiative.
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds

WORKING CONDITIONS

LIFTING: Up to 25 pounds

DRIVING: None

PUSHING/PULLING: Occasional

DATA ENTRY: Often

CLIMBING: None

OVERNIGHT TRAVEL: Occasional

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.