



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

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:

- Plans and executes assessment processes for all units of the university.
- Manages and maintain comprehensive database and 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.
- Communicates as ALO with all external agencies and accrediting bodies.
- Promotes effective, efficient use of data across all areas of campus and facilitates data use within the Office of Academic Affairs.

REQUIRED QUALIFICATIONS:

- 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.
- Demonstrated ability to work collaboratively with administrators, staff, and faculty
- Knowledge of or experience with student development theory, 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.

COMPETENCIES: Ability to work independently and collaboratively with other departments; excellent interpersonal and written communication skills; attention to detail; ability to adapt to changing departmental or institutional needs.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- 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

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.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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