Job Title	Assessment and Accreditation Analyst
Location	Old Dominion University, Norfolk, VA
Posting	https://jobs.odu.edu/postings/16817
Job Requisition Number	AP00724
Position Type	Full time
Position Category	Admin & Professional Faculty Opportunities
Position Number	FA187A

Job Summary
Provides analytical and technical support for the University Assessment Program at Old Dominion University, Darden College of Education & Professional Studies. Independently coordinates the assessment of entering and graduating student cohorts. Creates and maintains online assessment instruments and assessment databases, conducts statistical and qualitative analyses, and responds to ad hoc data requests. Assists faculty and staff to complete their assessment plans and reports in WEAVEonline. Independently manages the College Assessment website. Coordinates data analysis and reporting for college accreditations, including CAEP.

Type of Recruitment	General Public

Minimum Qualifications

Master's degree in social science, education, business, or related area. Prior working experience managing data both with statistical packages/programming languages (e.g., SAS, SPSS) and Microsoft desktop applications (Excel, MS Access, Word, PowerPoint). Considerable experience managing large databases and generating reports. Considerable knowledge of assessment theory and practice. Prior working knowledge and understanding of the principles of accreditation and data requirements. Prior working knowledge of survey development and the associated online software tools. Prior working knowledge of assessment management software and web development software. Proficient skill in using SAS or SPSS or similar statistical analysis tools. Proficient skill in the use of database, spreadsheet, word processing, and presentation software applications. Effective communication, leadership, and collaboration skills. Demonstrated ability to work as a member of a team to reach common goals.

Preferred Qualifications
Considerable knowledge and understanding of the principles of accreditation and data requirements preferred. Considerable knowledge of survey development and online software preferred. Considerable knowledge of assessment management software and web development software preferred. Some teaching or training skills preferred. Considerable experience providing data support and analysis to a variety of audiences. Some prior experience working in an academic context with faculty and administrators is preferred. A doctoral degree and/or teaching experience are preferred. Applied research design and statistics training in use of computerized statistical packages preferred.

Equity Statement
It is the policy of Old Dominion University to provide equal employment, educational, and social opportunities for all persons, without regard to race (or traits historically associate with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex, or gender (including pregnancy, childbirth, or related medical conditions), national origin, gender identity or expression, age, veteran status, disability, political affiliation, sexual orientation, or genetic information. Minorities, women, veterans, and individual with disabilities are encouraged to apply.