



---

DIVISION OF EDUCATION, HEALTH AND SOCIAL WORK

**JOB CLASSIFICATION DESCRIPTION**

Job Title: Coordinator of Educational Assessment and Compliance

**GENERAL DESCRIPTION OF THE UNIVERSITY:**

The University of the District of Columbia, College of Arts and Sciences, Division of Education, Health and Social Work invites applications for a full-time staff appointment in Education with a target start date of August 2017.

The University of the District of Columbia is a public, comprehensive university with an urban land-grant distinction. It is the District of Columbia's only public institution of higher education. It has historically been a minority serving institution. The University services approximately 5,000 students across its two-year baccalaureate, masters, and professional programs. The Washington metropolitan community provides an exceptional learning laboratory for faculty, staff, and students.

**GENERAL DESCRIPTION OF THE JOB:**

The responsibilities of the position include working collaboratively with program faculty and area partner schools, performing administrative, and accreditation-related tasks to enhance the quality of the program, and performing tasks related to the development of excellence in educator preparation at UDC. The successful candidate will have experience with CAEP accreditation and be able to foster an environment of professionalism and collaboration and work toward continuous improvement as part of a team.

The ideal candidate will have experience working in higher education, particularly in the areas of accreditation, compliance and assessment.

**MINIMUM QUALIFICATIONS:**

1. A Master's degree in Education from an accredited university.
2. A minimum of three successful years of experience in PK-12 schools.
3. A demonstrated record of membership and participation in relevant professional organizations. A record of scholarly activity is preferred.
4. Strong interpersonal and organizational skills.
5. Outstanding communication skills.

6. Ability to engage with diverse groups and show sensitivity to variations across age, gender socioeconomic status, ethnicity, language, cultural, national origin, and prior training and educational experience.
7. Experience teaching in a higher education setting. Experience developing relationships with external agencies and clinical partnerships is a plus.

Review of applications will begin immediately. In addition to an online application (<http://udc.applicantstack.com/x/openings>), candidates are asked to submit a statement of teaching philosophy, official transcripts, and cover letter.

All candidates will be considered without regards to race, color, religion, national origin, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residence Preference Amendment Act of 1988, DC Law 7-203, created a system which provides that any applicant for employment in the Career Educational series who is a bonafide resident of the District of Columbia may claim residency preference at the time of application. An applicant selected for appointment based on District residency will be required to verify residency at the time of appointment. Residency must be maintained for a period of five consecutive years post hire.

**SALARY:**

The salary will be determined commensurate with applicant skills, education, and experience. Full-time employees are entitled to full benefits.

**CLOSING DATE:**

The position will be open until filled. Preference will be given to a August 2017 start date.

If you have questions about this position, please contact Dr. Amy Barrios, Division Chair, at [amy.williamson@udc.edu](mailto:amy.williamson@udc.edu) or 202-274-5660.