

## **LiveText Coordinator/Data Manager**

The [Annisley Frazier Thornton School of Education](#) (AFTSOE) of Bellarmine University has an immediate opening for a full-time, 12-month LiveText Coordinator/Data Manager who will provide organization, build capacity, create structures for sustainability, and deliver strong support in the transition to CAEP. This individual will work directly with the Assistant Dean for Assessment and Accreditation to coordinate and plan all assessment-related activities in the AFTSOE. Responsibilities will include maintaining the LiveText database and providing training and support to faculty, staff, and students. The successful candidate also will develop, implement, document, and maintain a data management system for all programs in the AFTSOE. Duties include:

### **LiveText Coordinator (approx. 40%)**

- Serve as key administrator of LiveText, responsible for building and launching all assessments and forms
- Create and maintain organized system for the AFTSOE's use of LiveText
- Ensure all required data is collected from faculty and students each semester
- Provide on-going professional development and training to faculty, staff, and students on the use of LiveText
- Responsible for compiling all needed LiveText reports
- Keep up-to-date on new features and best practices in LiveText

### **Data Management (approx. 30%)**

- Maintain accurate and current data using LiveText, Excel, and other systems.
- Provide both aggregated and disaggregated data in a timely manner
- Analyze and synthesize data to support faculty and the assessment committee in program decisions and accreditation requirements.

### **Assessment and Accreditation (CAEP/EPAS/SACS) (approx. 20%)**

- Serve on the AFTSOE Assessment Committee
- Attend assessment and accreditation related meetings and conferences as assigned by the Assistant Dean for Assessment and Accreditation.
- Prepare pertinent reports as assigned by the Assistant Dean for Assessment and Accreditation

### **Other Duties: (approx. 10%)**

- Perform other duties as requested or assigned by the Assistant Dean for Assessment and Accreditation

**The minimum requirements for this position include:**

- A bachelor's degree (master's strongly preferred) from an accredited college or university.
- At least 5 years of experience working in K-12 education and/or a college/university school of education including three years of experience working with technology that supports data management
- Leadership ability
- Demonstrated problem solving skills
- Ability to work independently with minimal supervision
- Strong verbal and written communication skills
- Strong organizational skills, detail-oriented
- High level of accuracy on all tasks
- Strong interpersonal relation skills
- Proficiency in Microsoft Office Suite
- Ability to aggregate and disaggregate data and create meaningful charts and displays
- Demonstrated experience using technology that supports data management

Join an innovative and energized faculty and staff dedicated to the preparation of teachers and change agents focused on school reform and social justice. We are experiencing rapid growth in our undergraduate, master's, and doctoral degree programs, as well as professional development partnerships with school districts. Some evenings and occasional weekends may be required as well as occasional travel.

Please submit a letter of interest, resume, and contact information for three professional references to the attention of Dr. Sarah B. Bush, by clicking on <http://bellarmine.interviewexchange.com/candapply.jsp?JOBID=62669&> . Review of applications will begin immediately and continue until the position is filled.

Bellarmino is an equal opportunity employer. Persons of diverse backgrounds are encouraged to apply.