

### Assessment and Accreditation Coordinator - 19623

The University of Colorado Colorado Springs (UCCS) is one of four campuses in the University of Colorado system and is home to over 10,500 undergraduate and 1,900 graduate students. Colorado Springs (pop. 400K+) is situated at the base of Pikes Peak, offers many recreational and cultural activities and was recently ranked by U.S. News & World Report as one of the top Best Places to Live in the U.S.

The Assessment and Accreditation Coordinator will collect, maintain and manage qualitative and quantitative data for accreditation, planning and assessment for the College of Education and education-related programs across UCCS. The data will include but is not limited to surveys; informal and formal observations; interviews; grade reports; course assignments; exams; Praxis; reporting; student and completer data; and system, state, and national data. The Assessment and Accreditation Coordinator will maintain electronic databases using appropriate software

#### Job Duties:

- Complete requests related to student-level data to support accreditation requirements.
- Gather, extract, manipulate, synthesize, analyze, merge and model data using analytical and statistical tools.
- Data mining and analysis for ad hoc projects.
- Ensure data accuracy and create ad hoc reports.
- Provide database maintenance and development.
- Conduct benchmarking and peer analysis.
- Locate an array of sources and media containing information on a particular subject.
- Complete a variety of projects using diverse software applications, such as Tableau, EXCEL, HCM.
- Familiarity with statistical and visualization software.
- Develop dashboards that the dean's office can use to produce informed decisions.
- Support the Dean's office in the compilation and submissions required for university, accreditation, state and federal reports.
- Perform quantitative and qualitative data collection and analysis of program effectiveness, student learning outcomes, instructional effectiveness, as well as to support planning and decision-making.
- Collaborate with faculty and staff in developing effective assessment strategies associated with student learning outcomes, creating/identifying valid and reliable assessment instruments, analyzing assessment methods and results, reporting and communicating assessment results, and preparing reports and presentations.
- Maintain college databases and reports.
- Provide support to Dean's Office, Department Chairs, and Program Coordinators and carry out research and development tasks as assigned.
- Exploratory data analysis, predictive analytics, and data visualization.
- Communicating and collaborating effectively with a broad range of constituents.
- Other duties as assigned.

**Salary Range:** Generally starting at: \$50,642- \$63,303

**Minimum Requirements:**

- Bachelor's Degree from a regionally accredited institution
- At least 2 years of experience with data collection and management

**Preferred Requirements:**

- Master's Degree from a regionally accredited institution
- At least one (1) year of experience in PK-12, or Higher education setting
- Experience with desktop publishing, graphic design and/or web design
- Familiarity with higher education data systems, PeopleSoft, and preferably CU System experience

While performing the duties of this job, the employee is frequently required to sit. Employee is occasionally required to stand and walk. Tasks may involve looking at computer screen continuously for long periods of time. The employee must occasionally lift and/or move up to 20 pounds.

Applications submitted through email or surface mail will not be considered. Please apply at CU [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers) (job #: 19623). Or use direct position link: <https://cu.taleo.net/careersection/2/jobdetail.ftl?job=19623&lang=en>.