



Director of Accreditation

Department: Dean's Office, College of Education
Recruitment #: S1974
Application Deadline: Review begins **October 21, 2019**. Position open until filled.

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This is a regular, 12-month, full-time unclassified position in the Dean's Office in the College of Education (COE) at Western Oregon University in Monmouth. The College of Education prepares educators, rehabilitation counselors, sign language interpreters, and health and exercise science professionals for a variety of increasingly diverse and complex roles in schools, service organizations, and businesses. The College of Education represents approximately one-third of WOU faculty, staff, and students. <http://www.wou.edu/education/>

This position directs the Assessment Manager to organize collection, tracking, and cleaning of data, and otherwise preparing data for analysis and review. They lead instrument validation necessary to meet evidence-quality expectation in professional accreditations for COE units. The Director designs and implements reliable systems for necessary program-level assessment. This position collaborates with faculty to design key assessments aligned to accreditation standards that yield trustworthy and actionable information. They assure compliance with accreditation timetables and schedules. The Director communicates with program coordinators, chair(s), director(s), and dean concerning accreditation processes and continuous improvement. This position helps evaluate the work of the Assessment Manager.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Master's degree
- Demonstrated expertise in data analysis, instrumentation, and program evaluation
- Demonstrated ability to work effectively with a diverse population of faculty, staff, and administration

Preferred Qualifications:

- Doctoral degree in any content area with strong emphasis in data analysis and interpretation
- Minimum of three (3) years of work experience in higher education doing data analysis, instrumentation, and program evaluation

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1974, Director of Accreditation, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.