

# **VIRGINIA UNIVERSITY OF SCIENCE & TECHNOLOGY (VUST)**

**Vienna, Virginia**

**Job Title:** Director of Accreditation and Institutional Assessment

**Employment Type:** Full-time or Part-time

**Category:** Admin - Assessment, Accreditation, and Compliance

**Application Due:** Open Until Filled

**Salary:** Salary commensurate with experience

**Location:** Vienna, Virginia

## **Job Description:**

Under the direction of the University President, the Director organizes, plans and directs the assessment of instructional processes and institutional outcomes and provides leadership to sustain a campus-wide environment of inquiry and culture of assessment. The Director will work closely with faculty, staff and University administration to develop and implement comprehensive programs of assessment designed to meet both institutional strategic goals and accreditation standards and participate in professional development activities to remain abreast of current developments and best practices in assessment and external accreditation. Director will be primarily responsible for assessment and oversight of the accreditation process for the Virginia University of Science & Technology (VUST). Most importantly, lead the VUST's Assessment and Accreditation team to ensure VUST will fully comply with requirements of Accrediting Commission of Career Schools and Colleges (ACCSC) and successfully achieve the accreditation from by ACCSC.

VUST has successfully completed ACCSC Accreditation Application Part I in December 2020 and became a candidate university. VUST Accreditation Committee already completed and submitted Application Part II and Self-Evaluation Report (SER). Therefore, VUST's status of the ACCSC accreditation application is waiting for site-visit and On-site Evaluation.

## **Main Duties:**

- The Director is responsible for the design and implementation of institutional planning and assessments related to the ACCSC accreditation process
- Director is responsible leading the university-wide efforts to complete and obtain national accreditation status with ACCSC.
- The Director is responsible for representing the university before all state and federal agencies, including annual renewal of VUST certification to operate in Virginia by SCHEV.
- Provides leadership, oversight, and coordination of university-wide assessment and evaluation processes, including assessment support for strategic planning processes,
- Director is to oversee day-to-day operation of academic departments including student advising, faculty coaching, classroom observation and faculty performance reviews.
- Provide leadership for academic programs including curriculum design, implementation and curriculum evaluation.

## **Required Education and Experience:**

Master's degree is required, doctoral degree is preferred. Strong experience in institutional assessment and planning related to national accreditation process, namely ACCSC.

## **Required Qualifications and Abilities:**

- Minimum of 3 years of institutional accreditation and assessment experience.
- Familiarity with and fully understanding accreditation processes such as ACCSC.
- Familiarity with SCHEV's regulations and requirements of Certification of Operation at Virginia.
- Demonstrated success working as part of a team and strong leadership skills.
- Strong interpersonal skills and demonstrated creativity in problem-solving,
- Excellent written and oral communication, organizational, and technology skills.
- Strong customer service and interpersonal skills, along with the ability to work with a diverse constituent population.
- Strong organizational, analytical and critical thinking skills.
- Demonstrated ability to work independently and in a team environment.
- Ability to travel regionally and out of state
- Ability to work nights and weekends, as needed.

**Compliance Statement:**

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and. employment policies and regulations.

To obtain additional information about Virginia University of Science & Technology (VUST) please visit our website at <http://www.vust.us>