

Assessment and Accreditation Analyst
Old Dominion University

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Posted Jun. 23, 2025, set to expire Nov. 1, 2025

Job Title Assessment and Accreditation Analyst
Department VISA & IMMIGRATION SERV.
Institution Old Dominion University
Norfolk, Virginia

Date Posted Jun. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Statistics & Actuarial Science

Job Website <https://jobs.odu.edu/postings/23477>

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Job Description

Job Summary

Coordinate data management, reporting, and analysis and reporting to support accreditation and program improvement efforts. Manage all program accreditation, data, and assessment reporting mandated by internal and external entities. Provide initial analysis of results; disseminate data for further analysis; and publish reports on achievement of learning outcomes. Monitor data collection integrity, download data and convert data for statistical analysis, and archiver assessment data. Create and maintain mega datasets for longitudinal data analyses. Collaborate with and support department chairs and program faculty in the development of assessment plans and reports for all academic programs and administrative departments to demonstrate institutional effectiveness. Work with faculty and staff to develop measurable outcomes; develop or select reliable and valid measures; collect, clean, maintain, and analyze data; and report findings and implement changes as part of a continuous quality improvement process. Collaborate with Office of Institutional effectiveness & Assessment and

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Office of Institutional Research colleagues plus other faculty and staff in the completion of major reports, including the VDOE Annual Educator Preparation Report and Biennial review, Title II, US News surveys, CAEP and other accreditation reports as well as reports related to the University Strategic Plan (SP), Program Review, College Annual Reports, and external surveys related to assessment, and accreditation. Respond to ad hoc data inquiries from both University and outside constituencies in the area of student assessment.

Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

Master's Degree in Statistics, Business Analytics, or a related field **plus** 6 months of experience in an Assessment and Accreditation Analyst or related occupation at an institute of higher education.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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