

Director of Assessment
Marshall University

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Job Title	Director of Assessment
Department	School of Pharmacy http://www.marshall.edu/pharmacy/
Institution	Marshall University Huntington, West Virginia
Date Posted	Apr. 11, 2018
Application Deadline	Open until filled
Position Start Date	Apr. 11, 2018
Job Categories	Director/Manager
Academic Field(s)	Administration Pharmacy - General
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Job Description	

Full-time, Non-Classified, 12 month position. Salary commensurate with qualifications and experience.

The Director is responsible for managing and coordinating all aspects of the School of Pharmacy's accreditation with the Accreditation Council for Pharmacy Education (ACPE) and the Higher Learning Commission (HLC). In addition, the Director is responsible for coordinating and facilitating all aspects of the annual School of pharmacy's evaluation plan process. Work is performed under the supervision of the School of Pharmacy Associate Dean for Academic and Curricular Affairs. A faculty appointment with some teaching responsibilities is negotiable.

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Duties:

- * Manage accreditation activities.
- * Coordinate the development, implementation, evaluation, reporting and publication of the annual School of Pharmacy assessment plan.
- * Participate in the strategic planning activities of the School of Pharmacy.
- * Maintain current and archive files of HLC and ACPE accreditation standards.
- * Monitor changes from the accreditation governing bodies. Coordinate ongoing and routine faculty development relating to the accreditation process.
- * Participate in ACPE and HLC conferences.
- * Manage assessment plans and performance measures. Facilitate prioritization and completion of tasks of each assessment period.
- * Represent the School of Pharmacy at institutional accreditation meetings.
- * Committee work at both the college and university level.
- * Other duties as assigned by the Associate Dean.

Minimum requirements include masters in business or education-related fields (Ph.D. or equivalent preferred), and at least two (2) years of management experience. Those with pharmacy degrees and/or experience in a higher education environment with experience in assessment, accreditation reviews, or audits are preferred.

EEO/AA Policy

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, residents, faculty and staff based on individual qualifications and merit without regard to race, sex, religion, sexual orientation, age, handicap or national origin. This nondiscrimination policy also applies to all educational programs and activities as they pertain to admission, employment, and other related activities covered under Title IX which prohibits sex discrimination in higher education. Marshall University neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, sex, sexual orientation, religion, age, handicap or national origin.

Contact Information

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

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