JOB SUMMARY

Under the general supervision of the Associate Dean of Research in the Neag School of Education, the candidate identifies, collects, maintains, and analyses data from various sources as well as effectively communicates analysis for decision-making and planning, publication and compliance with government regulations. Incumbents in this position are expected to independently manage day-to-day administration of data and perform moderately complex analysis, forecasting, and reporting. The incumbent’s analysis should regularly impact decisions in the Neag School of Education regarding academic planning, program review, graduate success, and resource allocation.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Identify and anticipate data and information reporting needs of the Neag School of Education

2. Implement the Neag School of Education Assessment Plan, facilitating the revision process and updating on a routine schedule

3. Provide moderately complex data analysis in support of academic planning, reporting and decision-making at program, department, and school-wide levels

4. Complete data syntheses for external assessment reports (e.g., US News, ETS Praxis, Title II Report, IPEDS), and collaborate with appropriate personnel to ensure timely and complete submission

5. Take a proactive role in design and maintenance of assessment systems required of accreditation agencies in education (e.g. NEASC, NCATE, CAPTE, CAATE, APA), including organizing new data and developing standardized practices for collecting, analyzing and interpreting data to ensure data accuracy and integrity in all reports

6. Effectively communicate analysis through formal presentations, narratives, and written reports tailored to the target audience

7. Oversee the development, implementation, and analysis of surveys required for program, department, and school-wide evaluation

8. Serve as resource for education-related data and analytical support to various stakeholders, and maintains contact with University and external offices to obtain and ensure accuracy of information
9. Supervise and train student assistants as needed to complete assigned projects

10. Represent the Neag School of Education on various University and external committees as needed or required.

11. Other related duties as assigned by the Associate Dean or Dean

MINIMUM ACCEPTABLE QUALIFICATIONS/SKILLS

1. Master’s degree in Educational Research, or a related quantitative discipline and three years of professional experience, of which at least one year must be in an education assessment related area OR a doctoral degree with degree preparation requiring a minimum of two years related work in education assessment related area.

2. Experience using statistical analysis programs for reporting and decision support, including some knowledge of programming.

3. Considerable knowledge of program evaluation and applied research design and analysis.

4. Evidence of independent and creative thinking and writing in solving issues in education assessment

5. Ability to work with data from multiple electronic sources.

6. Excellent analytical and quantitative skills.

7. Excellent communication skills, both verbal and written.

OTHER DESIRABLE QUALIFICATIONS/SKILLS

1. Working knowledge of ERP such as PeopleSoft, SAP, Banner

TO APPLY: Candidates should submit letter of application, resume, and the names of three professional references via Husky Hire http://www.jobs.uconn.edu/. Application deadline: September 25, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2015091)