



Nebraska Indian Community College

Human Resources Office

PO Box 428

Macy, NE 68039

(402) 494-2311

VACANCY ANNOUNCEMENT

POSTION: Accreditation & Assessment Coordinator

REPORTS TO: Academic Dean

CLOSING: Until Filled

LOCATION: Macy, Santee, South Sioux City, Nebraska

SUMMARY OF DUTIES:

Assist in the implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness.

Institutional Accreditation: Provide leadership and support for institutional accreditation:

- Serve as the HLC Assurance System Coordinator, collaborate with College leaders and personnel to prepare and update the HLC Assurance System argument and evidence files
- Provide leadership in preparation for and management of the institutional site visit from HLC
- Maintain oversight of all NICC accreditation processes to ensure success in obtaining and maintaining of programmatic regional and other accreditation
- Keep current on Higher Learning Commission changes to policies and procedures and communicate them to the relevant university community members

Program Accreditation: Provide consultation and support to faculty in applying for continuing accreditation of academic programs:

- Assist with completing accreditation documents as needed.
- Assure that all accreditation documents meet quality expectations
- Coordinate the collection, evaluations, of all academic reports and the dissemination of reports to all internal and external stakeholders
- Provide instructions and assistance in developing criteria for the online assessment tools
- Develop item analysis reports as necessary to assist college staff and faculty in evaluating the effectiveness of research and assessment processes
- Assist NICC leadership in analyzing data as it pertains to the Strategic Plan goals, objectives and outcomes

MINIMUM QUALIFICATIONS:

Education: Master Degree, PhD. Preferred

Experience

- Has authored successful accreditation reports for specialty programmatic accreditation, equivalent learning in courses and programs offered in multiple locations and/ or institutional regional accreditation
- Has successfully managed an accreditation site visit for programmatic, distance learning, or institutional accreditation
- Has conducted program review or program prioritization or other program evaluations
- Can write and give oral reports that can be understood by an audience that is not methodologically and statistically trained
- Two to three years of institutional research, academic or assessment experience
- Strong understanding of common accreditation and assessment processes and best practices
- Familiar with current trends and issues in higher education accreditation assessment
- Strong conceptual understanding of evaluation and assessment
- Strong organizational and interpersonal skills
- Demonstrates the ability to write executive summaries and full reports as it pertains to accreditation processes
- A valid U.S. driver's license and proof of insurance and personal transportation

Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference.

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DESIRED QUALIFICATIONS:

Master's in Education, Education Psychology, Quantitative Psychology, Social Sciences or related degree required. Someone with related masters and significant experience may be considered. Experience outside of these professions will be considered for an otherwise strong candidate. Also a minimum of seven (7) years related work experience in education. Experience in assessing learners and evaluating educational programs required.

This position is a full-time 12 month position.

TO APPLY: Respond with a NICC application, resume and letter of intent:

Mail: Nebraska Indian Community College

Human Resource Department, PO Box 428, Macy, NE 68039

Email: cvenableridley@thenicc.edu

For more information about NICC please visit www.thenicc.edu

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