

Class Code:.....1207
Position #: (PSA).... (E)
Developed by:.....NO
Reviewed by:.....DLJ
Approved by:.....LK
Date:..... 03/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Accreditation and Assessment College of Pharmacy

DIVISION: College of Pharmacy

REPORTS TO: Director of Assessment

GRADE: 15

SUPERVISES: N/A

BASIC FUNCTION:

Report to the Dean of the College of Pharmacy and work seamlessly with the College Assessment Committee and the Director of Assessment. Evolve and implement the College's Assessment plan. Assist faculty and staff at the College with the data collection, analyses and generation of various assessment reports. Provide knowledge about up-to-date assessment practices and principles so that the College can better demonstrate achievement of its mission and goals. Coordinate collection of assessment data for all curricula and programs. Continuously work to ensure compliance with ACPE standards for the PharmD program as well as other groups on campus and externally who need College information on programmatic and curricular matters. Assure successful exchange and analysis of data between databases at the University, College and Department level to ensure achievement of our goal to improve educational and programmatic structures and processes. Lead the assessment processes to achieve and maintain accreditation at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evolve and implement the College Assessment Plan.

Assist all College members in incorporating assessment principles and practices into their work to achieve the mission of the College.

Promote a culture of assessment.

Maintain up-to-date records and data bases related to assessment.

Coordinate the communication of assessment information. Attend and provide technical and logistical support to the College Assessment Committee.

Manage assessment data and evaluate assessment data from internal and external sources.

Collect, analyze, and report assessment data to meet ACPE accreditation, other external sources and to meet assessment needs of other programs within the College.

Generate necessary accreditation and assessment reports to comply with URI and external groups.

Lead the College in ACPE accreditation processes.

Work collaboratively with the College of Pharmacy's Office of Student and Academic Affairs, Office of Experiential Education , and the departments to help the College meet its mission and goals.

Represent the College at University, regional, and national events or conferences as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Act as a liaison between groups on campus and the College in assessment matters.

Other duties assigned by the Dean.

LICENSES, TOOLS, AND EQUIPMENT:

Computers (PC and Mac), Microsoft Office Suite (Word, Excel, and PowerPoint), Statistical software such as SAS or SPSS, and data management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: PharmD or PhD (in a related field); Demonstrated knowledge of pharmacy education programs and accreditation standards; Minimum of three years of experience in programmatic assessment work, outcomes assessment and/or psychometrics related to student learning assessment in higher education; Demonstrated experience in data management, analysis and statistical evaluation of assessment data; Demonstrated attention to detail; Demonstrated experience working with confidential data sets; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated leadership skills; Demonstrated ability to work collaboratively as part of a team; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated evidence of assessment achievement in higher education through publications, presentations, or other scholarly work; and, Demonstrated experience working with confidential data sets covered by privacy laws in higher education.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.