

Job Description

Job Title:	Accreditation Assistant
Department:	Civil & Environmental Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	May 2021

Primary Purpose

The Canadian Engineering Accreditation Board (CEAB) accredits Canadian undergraduate engineering programs and ensures that academic requirements are fulfilled. The Accreditation Assistant performs a variety of duties related to assessment and accreditation activities in support of continuous improvement, enhancement of performance and student learning outcomes.

Key Accountabilities

Program level support for outcomes-based assessment initiatives

- Responsible for providing routine administrative support for the outcomes-based assessment processes at the program level.
- Incumbent works closely with program staff, department administration and stakeholders to support all administrative functions of outcomes-based education.
- Supports the program team and Graduate Attributes Lecturer in particular to develop, improve and document outcomes-based assessment processes.
- Organizes meetings at the Program level. Duties include scheduling meetings, booking rooms, preparing agendas, and minute taking.
- Records and follows up on action items and recommendations arising from program level meetings.
- Provides support to faculty members for their outcomes documentation throughout the term including distributing rubrics at the beginning of each term.

Department and faculty level support for outcomes-based assessment initiatives

- Attends all departmental and faculty level meetings related to outcome-based assessment and accreditation activities. Incumbent acts as a resource for program administrators.
- Acts as a liaison with the Office of the Associate Dean, Co-operative Education and Professional Affairs, to facilitate and coordinate program reviews, external visits, etc. Specific duties may include but not limited to room bookings, scheduling meetings, preparation of itineraries, agendas, travel arrangements, catering, etc.

Data and document support

- Ensures meaningful data and supporting documentation is available to meet the decision-making needs of the academic unit. Incumbent coordinates the collection of assessment data on a term-by-term basis and reviews reporting documents for completion, accuracy and compliance.
- Maintains archives at the Program level.
- The Incumbent, with direction from the Graduate Attributes Lecturer and outcomes-based assessment committees, analyzes data and maps results to Canadian Engineering Accreditation Board (CEAB) report requirements.
- Manages program specific resources used to collect information including SharePoint sites, databases, etc. Incumbent is responsible for data entry of accurate qualitative data used to analyze and report student learning outcomes.

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- Assists with the preparation of specialized reports such as compliance, accreditation and other assessment activities including generating rubrics, performance indicators, etc.

Support for accreditation activities

- Collects and prepares all materials required for CEAB submissions.
- Works closely with Graduate Attributes Lecturers, Associate Chairs, Undergraduate Advisors and Teaching Faculty on the preparation and collection of course materials, curriculum vitae, questionnaires, etc.
- Prepares materials for electronic and paper submission.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree preferred and/or equivalent education and experience

Experience

- Administrative experience in an academic environment
- Experience working in a team environment with a demonstrated ability to achieve deliverables with minimal supervision

Knowledge/Skills/Abilities

- Knowledge of CEAB standards and reporting requirements an asset
- Outstanding interpersonal and written communication skills
- Ability to work collaboratively with a variety of stakeholders to collect, analyze and communicate data results
- Intermediate knowledge of MS Office suite, survey applications and web content management

Nature and Scope

- **Contacts:** The Coordinator communicates and liaises regularly with internal contacts at all levels of the university to obtain, clarify and discuss information.
- **Level of Responsibility:** This role has specialized work under minimal supervision. The Coordinator receives guidance from the Graduate Attributes Lecturer and other key individuals involved with outcomes-based assessment initiatives and processes at the Program, Department and Faculty level. The incumbent is required to work closely with administrative staff in other academic units with similar job functions and the Office of the Associate Dean, Co-operative Education and Professional Affairs.
- **Decision-Making Authority:** Makes decisions regarding routine administrative functions of the position.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Physical working conditions typical of an office environment. Regular working hours with occasional evening and weekend work required to meet deadlines. Occasional travel may be required.