

## Job Description

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<b>Job Title:</b>	Accreditation Coordinator
<b>Department:</b>	Electrical and Computer Engineering
<b>Reports To:</b>	Manager, Undergraduate Studies
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	February 2019

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### **Primary Purpose**

The Canadian Engineering Accreditation Board (CEAB) accredits Canadian undergraduate engineering programs and ensures that undergraduate programs in engineering fulfill the academic requirements for licensure with Canada's engineering regulators. The Accreditation Coordinator (Coordinator) performs a variety of duties related to assessment and accreditation activities in support of Continual Improvement and enhancement of performance and student learning outcomes. Under the direction of the Graduate Attributes Lecturer (GAL), the Coordinator supports the Faculty's outcomes assessment program, including assessment of the core curriculum, support of academic program review, measures to evaluate student learning, and strategic plan monitoring.

### **Key Accountabilities**

#### **Program Evaluation and Assessment of Learning**

- Collaborates with faculty, program and Faculty leadership, and undergraduate staff to assist the GAL with articulating program-level outcomes and assessments;
- In consultation, establishes benchmarks and tools to measure performance against accreditation standards;
- Implements a variety of assessments, e.g. graduating student survey, alumni survey, etc., analyzes and reports results;
- Develops and applies tracking methodologies and systems designed to ensure accreditation compliance;
- Contributes to creation of accountability processes and accreditation activities;
- Distributes rubrics to faculty members to document course outcomes and supports reporting/analytics;
- Maps and analyzes current curriculum against criteria, educational outcomes, competencies, graduate attributes to ensure that essential core concepts/content/skills are part of the program;
- Develops and implements tools to analyze and monitor information used to prepare reports and operational indicators to optimize accreditation and evaluation process management;
- Integrates content, skills and learning activities across all years of the curriculum in liaison with the GAL;
- Coordinates the process of ongoing program evaluation and assessment of learning projects in liaison with the GAL;
- Implements procedures and processes to inform and facilitate decision-making;
- Maintain knowledge of accreditation requirements to manage all administrative aspects of the evaluation process;
- Creates surveys and questionnaires on various web-based programs, e.g. Qualtrics;

- Collaborates with GALs, other Accreditation Coordinators, and undergraduate curriculum committees to develop, improve and document outcomes-based assessment processes;
- Contributes to the design and implementation of program evaluation documentation;
- Follows up on tasks and projects related to program evaluation and accreditation.

### **Data Management, Analysis and Reporting**

- Develops and prepares statistical studies and reports on the assessment of student learning outcomes to identify concerns and propose recommendations for improvement;
- Prepares specialized reports on compliance, accreditation, and other assessment activities including generating rubrics, performance indicators, etc.;
- Develops and monitors the collection of multiple program assessment data for program evaluation, outcomes assessment, accountability, and accreditation;
- Manages large data sets by merging data from several sources (e.g. survey data, student records, etc.);
- Data entry of accurate qualitative data used to analyze and report student learning outcomes;
- Coordinates data related to student learning, program outcome performance, online surveys, and performs subsequent data analysis for accreditation reporting;
- Performs complex data manipulation and aggregation of data from multiple sources for statistical analysis;
- Collects data, performs calculations, creates tables and graphs for accountability reports;
- Presents data analytics in an efficient, effective and easily understandable way to a wide variety of audiences and users and with the use of numerous reporting formats and web technologies;
- Provides reports using various data sources to fulfill accreditation and program evaluation requirements;
- Develops and presents reports and papers;
- Participates in the development and administration of online surveys;
- Produces reports to facilitate data-driven improvements to support student success initiatives;
- Utilizes assessment data, including surveys, to help improve student learning and educational quality;
- Evaluates and edits the content, structure, and format of written materials;
- Conducts content analysis for consistency, accuracy and data integrity and quality;
- Evaluates conformity of documents and evidence to CEAB requirements and standards.

### **Accreditation and Program Review Support**

- Coordinates and tracks all needed actions related to assessment plans for accreditation;
- Monitors timelines and all program reviews, self-studies, evaluations, and accreditation-related standards;
- Ensures accreditation requirements, including compliance with accreditation standards, are incorporated into the planning and evaluation process;
- Provides ongoing support for assessment activities and reports to both internal and external stakeholders;
- Works with the GAL on the preparation of periodic accreditation related materials, self-study, final assessment reports, etc., including formatting large documents, including annexes, tables, and graphs;
- Maintains confidentiality of reviewers' reports and program response documents;
- Maintains a repository of assessment and accreditation-related documents and evidence to support programmatic accreditation reviews;
- Coordinates with Engineering's Associate Dean, Co-operative Education and Professional Affairs, to prepare for periodic program reviews and self-studies;

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- Collaborates with accreditation team from other universities across Canada (GAPNET);
- Plans logistics and organizes periodic accreditation site visits.

### **Research**

- Keeps current with best practices in research and evaluation methodologies, emerging topics, as well as trends in communicating with students;
- Conducts ongoing research based on issues relevant to engineering education in collaboration with the Graduate Attributes Lecturer(s), teaching faculty, staff, etc.;
- Recommends strategies for addressing research questions and needs assessment related to outcomes-based assessment and engineering education as supported by literature in quantitative and qualitative research design, frameworks, tools, and methods;
- Investigates new data analysis tools, systems and practices and makes recommendations for enhancing processes;
- Recommends computer systems required for the collection, reporting and analysis of data and trends related to student success;
- Develops statistical models to measure the impact of learning support services on student achievement of intended learning outcomes;
- Develops analysis reports as necessary to evaluate the effectiveness of learner continuous improvement processes and to ensure continuing compliance with accreditation standards;
- Obtains ethics clearance with human participants as required;
- Conducts focus groups with students and alumni on assessment of graduate attributes.

### **Other**

- Attends all meetings related to outcome-based assessment and accreditation activities;
- Develops and establishes guidelines, processes and procedures, and maintains documentation;
- Undertakes additional data analysis as directed by the Outcomes Lecturer.

*\*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**

- Bachelors degree in a complementary field, or equivalent education and experience.
- Additional training in research/data methodology and data analysis/reporting techniques.

### **Experience**

- Three years experience in data analysis and/or research, preferably in an academic or business operations environment.
- Experience with data aggregation, analysis and measurement techniques.
- Experience with data management, document resource management and tracking systems.
- Related work experience in outcome assessment, program assessment and/or accreditation an asset.

### **Knowledge/Skills/Abilities**

- Knowledge of accreditation and assessment processes and student learning outcomes preferred.
- Proficiency with analytical tools and data analysis methodology.
- Survey design experience with demonstrated expertise in the use of an online survey tool preferred.
- Experience using assessment data analytic software an asset.

- Systems experience with; databases, Quest, Sharepoint, DropBox, or other document sharing software and statistical programs
- Survey software, e.g. Qualtrics, SureveyMonkey, etc.
- Web content management software, e.g. Waterloo Content Management System (WCMS)
- Critical thinking and analytical skills to analyze data and present results.
- Ability to interpret, analyze and summarize data required.
- Ability to run queries and create reports essential.
- Ability to complete tasks with accuracy, attention to detail, and thoroughness.
- Ability to work with a variety of systems and software tools to extract data and format into reports.
- Proven ability to coordinate the preparation of reports and accreditation materials including formatting large documents.
- Demonstrated capability and motivation to learn new systems, tools and techniques quickly.
- Strong organizational and time management skills.
- Excellent interpersonal, oral and written communication, presentation, and consulting skills.
- Ability to interact effectively with individuals at different levels and to develop and maintain productive and constructive relationships with a broad range of stakeholders.
- Ability to work in a team environment and work collaboratively with faculty, administration and staff.
- Ability to work independently and achieve deliverables with minimal supervision.
- Ability to plan and coordinate events with both on- and off-campus participants.
- Experience with minute taking preferred.
- Knowledge of student learning and program outcomes evaluation an asset.
- Knowledge of quantitative and qualitative research and assessment methods an asset.

### Nature and Scope

- **Contacts:** The Coordinator interacts and must work effectively with the Graduate Attributes Lecturers, other Accreditation Coordinators, teaching faculty, and Associate Dean Co-op Education & Professional Affairs to plan, implement, and improve assessment initiatives and learning outcomes. In preparation for the Academic Review and CEAB Accreditation Report, reviews and summarizes the report requirements, liaises with the Registrar's Office, Co-op Department, faculty, staff and students to compile information for the reports. S/he works and communicates with a variety of audiences, e.g. faculty, administrators, and students to integrate evaluation activities and results with accreditation processes. The incumbent liaises with third-party providers, e.g. CEAB or Qualtrics to support issue resolution
- **Level of Responsibility:** This is a professional position responsible for developing effective assessment initiatives that will improve student learning and attainment of required graduate attributes. The Coordinator administers a comprehensive, continual and multi-dimensional assessment program of student learning outcomes and evaluation of academic programs. S/he develops best practices in assessment design, implementation and interpretation of results of all assessment activities. Work activities are complex, and others rely on the accuracy and reliability of information, analysis, or reports to make decisions. Their work has a direct but shared impact on further processes and affect the overall quality of the academic program. The position is responsible and accountable for contributing to the delivery of quality project outcomes, coordination of a variety of reports, communications, and site visits.
- **Decision-Making Authority:** The incumbent independently sources and analyzes data sets and creates reports within a defined framework as defined by the Graduate Attributes Lecturer. Responsible and accountable for executing various project-specific tasks that contribute to the overall success of academic programs. Operates under general supervision expressed in terms of program goals and objectives, and the incumbent must interpret and refine methods to complete assignments.

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- **Physical and Sensory Demands:** Regular periods of prolonged concentration involved in data organization, review, verification and analysis, typically involving large data sets. There is a frequent need to give close attention and understand written material and information given verbally.
  - **Working Environment:** Minimal exposure to disagreeable conditions typical of an administrative position. Will work in an office environment and conduct meetings across campus as well as occasional travel for professional development.