Accreditation and Data Specialist

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Professional and Managerial Group

Accreditation and Data Specialist

Lang School of Business and Economics

Hiring #: 2020-0244

Please read the Application Instructions [1] before applying

Reporting to the Associate Dean, Strategic Partnerships, the Accreditation and Data Specialist will oversee all aspects of the Lang School’s accreditation processes. The position will liaise with various departments and stakeholders throughout the School on accreditation initiatives and requirements; draft and prepare formal accreditation reporting; and coordinate periodic maintenance of accreditation visits. A major component of this strategically significant role is to ensure alignment and compliance with accreditors’ standards and interpretations. The Specialist is responsible for the management of data and documentation required for program accreditation oversight and maintenance. The Specialist will work closely with the dean, associate dean, faculty, staff, students, and appropriate University offices to ensure alignment with accreditation standards.

Requirements for the position include a Master’s degree (preference given to graduate degrees obtained in business, computer and data analytics) and a minimum of three (3) years of similar work experience (or a commensurate combination of relevant education and work experience). In order to perform successfully in this role, this position requires strong data skills and understanding of qualitative and quantitative methodology; strong computer skills an understanding of database management (experience with Academ considered an asset); strong understanding of AACSB Accreditation Standards; ability to work well with others and create consensus; strong research and writing skills in order to develop effective and accurate reports; excellent project management skills, including multi-tasking and organizing and implementing projects with minimal direction and ability to vision and plan strategically. Preference given to candidates who have experience with accreditation, an understanding of academic programs, university policies and procedures and administrative systems, and familiarity with provincial guidelines as the relate to education (i.e Council of Ontario Universities, Ministry of Education, etc.) will also be considered an asset.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations

Position Number 195-040
Classification P05*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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