Accreditation and Data Specialist
Guelph, ON

This is a strategically significant role with responsibility for overseeing all aspects of the accreditation processes for the Lang School of Business and Economics at the University of Guelph. If you have the knowledge, experience and confidence to build consensus and achieve results in a multi-stakeholder environment, consider making this the next step in your successful career.

Reporting to the Associate Dean, Strategic Partnerships, you’ll manage the data and documentation required for program accreditation oversight and maintenance. This will entail liaising with various departments and stakeholders throughout the School on accreditation initiatives and requirements, drafting and preparing formal accreditation reporting, and coordinating periodic maintenance of accreditation visits. A major component of your job as Accreditation and Data Specialist will involve working closely with the dean, associate dean, faculty, staff, students, and appropriate University offices to ensure alignment and compliance with accreditors’ standards and interpretations.

QUALIFICATIONS
To be considered for the position of Accreditation and Data Specialist, you must be a skilled leader of people and projects, with the following strengths:

- You have a master’s degree (preference given to graduate degrees obtained in business, computer and data analytics) and no fewer than three (3) years of similar work experience (or a commensurate combination of relevant education and work experience).
- Your strong data and computer skills include an understanding of qualitative and quantitative methodology, and database management (experience with Academ would be an asset).
- You have a strong understanding of AACSB Accreditation Standards.
- You have a reputation for working well with others and creating consensus.
- With strong research and writing skills, you can develop effective and accurate reports.
- Your excellent project management skills are reflected in your ability to multi-task, organize and implement projects with minimal direction, as well as vision and plan strategically.
- Preferably, you’ll have experience with accreditation, and an understanding of academic programs, university policies and procedures, and administrative systems.
- Familiarity with provincial guidelines as they relate to education (i.e. Council of Ontario Universities, Ministry of Education, etc.) will be considered an asset.

NOTE: This appointment is regularly performed on-campus but, due to the COVID-19 pandemic, will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

The University of Guelph (www.uoguelph.ca) is one of Canada’s leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.

To view a detailed posting for the role of Accreditation and Data Specialist, including application instructions, please go to our website at www.uoguelph.ca/jobs. Applications, quoting Hiring #2020-0244, must be sent to: careers@uoguelph.ca.

At the University of Guelph, fostering a culture of inclusion 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.