University of Wisconsin – Superior
Department of Educational Leadership
Data and Assessment Coordinator and Academic Advisor
Position Description

Working Title: Data and Assessment Coordinator/Academic Advisor
Hays Hill Title/Level: Student Services Coordinator, Associate
Department: Educational Leadership
Type of Appointment: 1.0 FTE Renewable, Annual appointment
Reports to: Chair, Department of Educational Leadership

Position Summary:
Implement, manage, and provide ongoing support for data collection, organization, analysis for program improvement and accreditation, and dissemination. Serve as liaison to outside agencies on matters related to Teacher Education and Preparation: student enrollment, graduation, testing, certification, and program assessment and improvements. Advise students interested in teacher education and once matriculated, on successfully completing degrees. This position provides a leadership role in the collection, compilation, analysis, synthesis, interpretation and presentation of data used in department decision making. This position reports to the department chair.

Duties and Responsibilities:

1. Coordinate and respond to internal data requests for use in conducting informed department planning, evaluation, and accreditation processes.
   a. Manage, and provide ongoing support for Taskstream software application.
   b. Serve as data analysis resource to EDL programs faculty, staff, and chair.
   c. Support Educator Preparation Programs in annual CRP report.
   d. Work with Chair and Coordinator to develop, review, and administrate department surveys and create reports to provide reliable data to meet the department’s needs.
   e. Access queries and collect raw data from primary sources, records, or reports to assist in the compilation of report components for enrollment reports, program reviews, and accreditation as necessary.
   f. Review output for reasonableness, validity, consistency, and accuracy.
   g. Manage multiple requests/projects simultaneously to ensure deadlines are met.
   h. Develop and manage standard operating procedures to ensure data standards and supporting policies are followed to ensure data integrity for report creation and dissemination.
   i. Collect data from national and state testing programs on teacher education students including Praxis and Foundations of Reading tests.
   j. Serve as technical resource/consultant to campus Educator Preparation Programs for data needs.
   k. Support TRRI data collection.
   l. Provide webmaster updates and organization for the department’s web pages
   m. Continually seek new methods of maximizing technology in analysis and planning.
2. Coordinate and respond to external data requests from other departments, state agencies, and other associations; including accreditation and licensure requests.

3. Provide academic advising for teacher education students.
   a. Provide accurate detailed information regarding admission to the TED program and equivalency to potential TED students in a student-centered environment.
   b. Update Teacher Education Academic Advising Manual and information materials as needed.
   c. Assist with conducting Teacher Education advisement orientations including SOAR and Campus Review Days.
   d. Assist students with degree completion (graduation) questions.
   e. Assist in training TED advisors.

4. Provide support to Certification Officer for DPI licensing.

5. Submit Title II reports.

6. Assist with department recruitment and marketing.

7. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of University of Wisconsin System and state regulations as they relate to the PI-34 legislation and DPI requirements.
- Knowledge of EdTPA and other Teacher Assessments.
- Knowledge of student outcome assessment, student retention and attrition.
- Knowledge of statistical/quantitative analysis and research methodology.
- Strong problem solving skills and keen attention to detail.
- Skill and experience in using databases, spreadsheets, and graphical and statistical analysis software for program analysis and improvement purposes.
- Ability to communicate effectively, both verbally and in writing, with all students and staff.
- Planning and organizational skills with the ability to work both independently and as a team member.
- Ability to work independently and as part of a team
- Ability to maintain positive interpersonal relationships with faculty, students, staff and others.
- Ability to prepare and analyze complete and accurate reports in a timely manner.
- Ability to effectively utilize a variety of management information systems, databases, spreadsheets, word processing and presentation software.
- Ability to organize and present complex, technical information to both technical and non-technical audiences.

Minimum Qualifications:

- Master’s Degree from an accredited institution.
- Three years experience working in areas such as: researching, collecting, compiling, analyzing, interpreting and sharing various data for a variety of purposes and audiences.
- Experience with using data/analytical software and content management systems.
- Previous student advising experience.
Preferred Qualifications:

- Experience with aligning assessments to state and national standards.
- Experience facilitating and presenting data to those unfamiliar with data management and assessment.
- Previous experience working in Higher Education or in K-12 System.
- Experience in adding to and maintaining websites