

Accreditation and Assessment Project Manager, SDM  
Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220074>

Downloaded On: May. 9, 2024 4:16am

Posted Aug. 22, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Accreditation and Assessment Project Manager, SDM Academic Affairs
<b>Department</b>	SDM Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 22, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44640">https://www.ubjobs.buffalo.edu/postings/44640</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [School of Dental Medicine](#) is seeking an Accreditation and Assessment Project Manager. This position supports the school's efforts in the areas of student learning outcomes, program review, and accreditation.

In this role, you will:

- Interact with a variety of stakeholders including the Associate Dean for Academic Affairs and the Advanced Education Program Directors, administrators, faculty, students, and staff in the School of Dental Medicine to track indicators of the educational program and its

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improvement efforts.

- Coordinate data collection and analysis for institutional accreditation and outcomes assessment indicators.
- Identify, research, and analyze issues related to institutional accreditation standards. Make recommendations for achievement of goals.
- Ensure program compliance with accreditation policies and standards.
- Serve as point of contact for institutional accreditation reports and visits.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

Master's degree in education, or health sciences, or project management certificate and at least one year office/administrative experience relevant to the job duties, or an equivalent combination of training and experience.

### **Preferred Qualifications**

- Four years of progressively responsible administrative experience in an academic or higher education setting.
- Skill with office software, Microsoft suite, email, Outlook

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- Familiarity with project management software
- Preferred experience with higher education accreditation process

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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