Dakota State University is actively seeking applications for a Coordinator of Institutional Effectiveness and Assessment (IEA). The Coordinator of IEA is primarily responsible for testing/placement along with supporting assessment of student learning and accreditation tasks. This includes acting as a liaison between students, faculty, and staff.

The Coordinator of Institutional Effectiveness will be responsible for all day-to-day testing operations including, but not limited to, placement, CLEP, and Exit Exams. This will include working with various admissions and related offices to timely place students in their required classes, obtain credit through examination, and complete required testing components for graduation. As policies and procedures change, the successful candidate will interface with the campus as a whole as part of regular advertisement of services. Working for the Director of Institutional Effectiveness and Assessment, the Coordinator of Institutional Effectiveness will also support student learning assessment and accreditation activities on campus.  This will include, but is not limited to, collaborating with Professors and Deans to align assessment efforts, reviewing of relevant student learning and effectiveness data, understanding accreditation standards, and composing reports intended for accreditation and/or compliance.  
The incumbent for this position will hold a minimum of a master's degree in education, assessment, curriculum, statistics, or a related field. In addition, we are looking for someone with excellent written and oral communication skills, two (2) years’ experience in an educational environment, and experience with both quantitative and qualitative measurement.

[Dakota State University](file:///C:\Users\arkappenman\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\NQLZZM0O\Dsu.edu) is a state university located in Madison, S.D. DSU offers technology-intensive and technology-infused degrees in a variety of majors, from the associate to the doctoral level. Strategic partnerships with governmental entities and corporations have bolstered DSU’s position as a technologically forward-thinking institution. Both online and on-campus programs have been recognized for their quality, affordability and graduates’ job placement records, which are 100 percent for several majors.

Dakota State employees receive a comprehensive and flexible benefits package including paid time off, health and retirement benefits, and life and disability insurance options. Other benefits include reduced tuition, paid professional liability insurance, longevity pay and training opportunities.

Dakota State is located in Madison, S.D., a growing community of 7,200 people. Both the community and campus have been recognized as the safest in South Dakota. The greater Madison area has top-rated K-12 educational systems, an award winning critical access [hospital](http://www.madisonregionalhealth.org/), and a strong manufacturing and [business](http://www.chamberofmadisonsd.com/leadership-madison) environment. The area also has year-round recreational choices at its [state parks](http://gfp.sd.gov/state-parks/directory/lake-herman/), two scenic golf courses, joint community and campus fitness facility called the [Community Center](https://madisoncommunitycenter.com/web/mcc_home.php?siteid=9000&pageid=2753&), and historic [Prairie Village](http://www.prairievillage.org/). Entertainment venues are located in Madison, and in nearby Brookings, Mitchell or Sioux Falls, S.D.

DSU accepts applications through an on-line employment site. To apply, visit https://yourfuture.sdbor.edu . The employment site will allow the attachment of a cover letter, resume and supporting references to include address and telephone numbers of at least three references. For questions concerning the position, contact Angi.Kappenman@dsu.edu. Review of applicants will begin December 14, 2017 and continue until position is filled. Salary range is $40,000-$49,000 is commensurable with experience and qualifications.   
  
Dakota State University is committed to the recruitment, hiring and retention of minorities. We urge individuals from underrepresented groups to apply. Applicants with disabilities are invited to identify any necessary accommodations required in the application process. E-Verify, EOE.