

Job Description of

QUALITY COORDINATOR (one male, one female)

Reporting to: Dean of Quality and Accreditation

Responsibilities include but are not limited to:

- Coordinating university-wide activities to achieve institutional effectiveness under university senior management direction and in line with Deanship of Quality and Accreditation (DQA)
- Assist in DQA activities in the areas of student learning outcomes assessment and enhancement
- Assist in institutional research, planning, and all DQA accreditation processes
- Coordinate program reviews of colleges, academic and admin units to fulfill continuous improvement and compliance with accreditation protocols
- Coordinate data collection, analysis and archiving of all proceedings generated by university academic and administrative units related to institutional effectiveness, accreditation protocols compliance and other documentation deemed necessary to sustain excellence in operating the DQA

Required Qualifications:

This position requires a Master's Degree (doctorate degree is highly desired) plus 2 to 5 years of higher education experience with responsibility related to institutional research, institutional effectiveness, assessment and accreditation. Familiarity with SACS, ABET and AACSB is required. Prior experience in ABET, SACS (or similar USA regional accreditation bodies) and AACSB accredited colleges and programs in North America is highly desired. Knowledge of Saudi NCAAA accreditation protocols is a plus.

Additional requirements include demonstrated understanding of concurrent issues affecting higher education, a strong command of student outcomes assessment and ability to gather institutional research data and statistics from a variety of resources and proven knowledge of synthesizing and presenting information to university stakeholders is required.

This position demands strong facilitation skills, outstanding written and verbal communication skills in English and ability to work independently and/or with teams. The position requires skills in managing time-bound projects that comply with deadlines set by the university and agencies outside. Qualitative and quantitative analysis and research capabilities are strongly needed. Priority will be given to candidates with demonstrated abilities to design and administer surveys related to assessment and institutional effectiveness. The use of standard office software applications is a must and ability to provide finished products/reports is expected.

To apply please send in your resume to the following:

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