



United States Coast Guard Academy
Director of Accreditation and Assessment
Office of Student Success and Faculty Development

Location:	New London, CT	Pay Plan /Series/Grade:	AD-1710-00
Hiring Agency:	United States Coast Guard	Position Title:	Director of Accreditation and Assessment
Announcement Number:	20251007-28840	Opening Period:	Open until filled; first cut-off date is November 5, 2025
Office:	Office of Student Success and Faculty Development	Temporary or Permanent:	Temporary
Supervisory:	No	Relocation Authorized:	No
Telework Eligible:	No	Security Clearance:	Not required
Salary Range:	\$120,004 – \$155,918	Position Type:	12-month

Description:

The U.S. Coast Guard Academy Office of Student Success and Faculty Development invites applications for a Director of Accreditation and Assessment. The desired start date is January 9, 2026.

The U.S. Coast Guard Academy is a highly selective federal military college that provides a rigorous undergraduate program and is committed to building a talented faculty of teacher-scholars who collaborate to provide a multi-disciplinary and hands-on approach to learning and leadership development. We encourage qualified applicants

from all backgrounds to apply for consideration. The U.S. Coast Guard Academy is an Equal Opportunity Employer. Visit www.uscga.edu for more information.

This will be an appointment in the excepted service to a full-time position on the academic faculty for a period not to exceed August 2029. Non-competitive extensions past the initial contract period may be made in accordance with government instructions if a vacancy exists. The first two years of appointment to federal service is a [trial period](#). The work schedule is full-time. This position is not eligible for telework and not eligible for remote work. All teaching is done in person. Relocation expenses are not authorized. Travel is not required.

Salary offers may be made outside of the listed range for exceptional candidates.

Duties and Responsibilities

The successful candidate will serve in the Office of Student Success and Faculty Development and will take on the large service role of Director of Accreditation and Assessment. The Director will provide leadership for institutional and programmatic accreditation and assessment activities within the Academic Division of the United States Coast Guard Academy. The Director serves as the primary lead for regional accreditation with the New England Commission of Higher Education (NECHE) and provides support and coordination for programmatic accreditations such as ABET, and the Association to Advance Collegiate Schools of Business (AACSB). This position will also advance programmatic and Core Curriculum assessment, provide analytics for decision support, foster continuous improvement, and effectively communicate results, all in support of the Academy's mission to develop leaders of character for service as officers in the United States Coast Guard.

Key Responsibilities

1. Accreditation Leadership and Coordination

- Direct and manage all aspects of NECHE accreditation, including preparation of reports, self-studies, and site visits.
- Ensure institutional compliance with NECHE standards and maintain ongoing readiness for review.
- Advise leadership on accreditation requirements, progress, and areas of focus.
- Partner with academic schools and departments to oversee and support programmatic accreditations, including ABET (Engineering, Computing, Applied and Natural Sciences) and AACSB (Management).

2. Assessment and Analytics

- Coordinate assessment efforts for academic programs, including non-accredited programs and the Core Curriculum.
- Support faculty in developing and implementing student learning outcomes, assessment tools, and use of results for improvement.

- Ensure assessment practices are systematic, sustainable, and aligned with institutional and accreditation standards.
- Serve as a resource for assessment data and analytics in support of decision making.

3. Communication and Reporting

- Effectively communicate accreditation and assessment findings through formal presentations, narratives, and written reports tailored to various internal and external audiences.
- Provide regular updates and strategic insights to academic leadership and departments.

4. Collaboration and Capacity Building

- Organize workshops and training to build faculty and staff capacity in accreditation and assessment.
- Partner with institutional research, academic departments, cadet-facing Divisions, and administrative units to align efforts with the Academy's strategic goals.
- Foster a culture of continuous improvement and accountability across the Academic Division.

While the primary responsibility of this appointment is to serve as Director of Accreditation and Assessment, as a Visiting Professor, the incumbent may teach courses and pursue scholarly research as time and institutional needs allow.

Minimum Qualifications

1. Master's degree in a related field.
2. Minimum of five years' experience at a regionally accredited higher education institution.

Preferred Qualifications

1. Knowledge of accreditation standards.
2. Experience with program assessment processes.
3. Experience working with data from multiple electronic sources.
4. Demonstrated analytics, quantitative and data visualization skills.
5. Demonstrated success managing projects and facilitating collaborative teams.
6. Strong written and oral communication skills.
7. Proficiency in data analysis tools, such as SQL, SAS, SPSS, Excel, and business intelligence platforms (e.g., Power BI).

How to Apply:

Please submit the following:

1. Curriculum Vitae (Resume). Please submit this file using the file name "Last Name_CV."
2. A Letter of Application. Please submit this file using the file name "Last Name_Letter."
 - a. (a) providing a narrative description of how you meet the minimum degree and specialized experience qualifications, as well as the additional qualifications criteria specified in this vacancy announcement (note: qualifications will not be determined by information provided in this letter; rather, the CV must reflect the qualifications, and this letter provides a narrative description); and
 - b. (b) listing names, mailing addresses, email addresses, and telephone numbers of at least three professional references.
3. Finalists for the position will be required to provide proof of Education Requirement (Unofficial Transcripts). You may submit this now with your application, or, when directed by the search committee chair. If included with the application, please submit this file using the file name "Last Name_Transcripts."
 - a. Finalists will be required to provide evidence of your education by submitting legible copies of your unofficial degree transcripts from accredited colleges/universities. The transcript copies must reflect both your name and the college/university name and/or logo and must include the degree and date conferred. If tentatively selected for this position, you must submit official transcripts to the Human Resources office prior to receiving a firm offer of employment. Foreign education completed in foreign colleges or universities may be used to meet federal qualification requirements if you can show that your foreign education is comparable to education received in accredited institutions in the U.S. It is your responsibility to provide such evidence, e.g., an evaluation statement, with your application. Additional information is available on the Department of State site under evaluation of foreign degrees for a U.S. Government application, linked here: <https://www.state.gov/family-liaison-office/family-member-employment/family-member-employment-in-the-d-c-area/evaluation-of-foreign-degrees/>
4. Applicants claiming Veterans' preference or if you are currently on active duty:
 - a. Veterans claiming 5-point veterans' preference must submit legible Member 4 Copy DD214(s) indicating Character of Service.
 - b. 30% Disabled Veterans must submit their Member 4 Copy DD-214(s), which includes Character of Service, a fully completed [SF-15](#), and VA Disability Letter with percentage of disability OR documentation of disability determination from a branch of the Armed Forces which reflects a compensable service-connected disability of 30% or more.
 - c. Other 10-point Preference Eligibles must submit applicable Member 4 Copy DD-214(s), which includes Character of Service, a fully completed

SF-15, and all required documentation described on the back of the SF-15 which proves that you are entitled to such preference.

- d. If you are a current active-duty military member who does not have a DD214 and are claiming preference under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces indicating that you will be discharged or released under honorable conditions from active duty within 120 days from the date on the certification document. Certifications must be on letterhead from the appropriate military branch and include the following information: military dates of service and expected discharge or release date, character of service, military rank, type of discharge and date when terminal leave will begin. Certifications must be signed by, or by direction of military members' military personnel offices, unit commanders or higher headquarters. 5-point preference will not be granted if appropriate documentation is not submitted with your application.
- e. Veterans preference will not be granted if the appropriate documentation is not submitted with your application.

Finalists for the position will be required to submit documentation verifying the minimum requirements, including official transcripts. Applicants do not need to provide these by the priority cut-off date but should ensure they are ready to supply them when asked. Official transcripts are required to be submitted prior to receiving a firm offer of employment.

Please attach all documents and email them to:

CGA-EDU-SMB-FacultyApplications@uscga.edu

Priority consideration will be given to applications submitted in their entirety by 11:59 PM ET on the first cut-off date of the announcement.

Inquiries: Tammie Kaman, Business Manager, School of Science, Mathematics, and the Humanities, **CGA-EDU-SMB-FacultyApplications@uscga.edu**

Other Information

DHS offers an attractive benefits package that includes health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays.

Relocation expenses are not authorized.

This position is open to U.S. Citizens and non-citizens. Non-citizens selected for the position must provide evidence that they are eligible for appointment to this position and that they will remain eligible to meet all conditions of employment for the duration

of the appointment. The US Coast Guard Academy does not sponsor visas.

If you are selected for this position, you will be subject to a determination of your suitability for Federal employment. All selectees are subject to an appropriate investigation as a condition of placement into this position. Certain investigation levels may automatically require a credit check after initial job qualifications have been met. For those positions that do not automatically require a credit check, it may later be required if the initial investigation surfaces a potential issue.

The tentative selectee will be required to complete questions contained on the [Declaration for Federal Employment, OF-306](#) at the time a tentative job offer is made. At the time of appointment, the selectee will be required to update the OF-306. Certain responses on the form could result in disqualification for appointment based on suitability determinations.

DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about your rights and responsibilities at [E-Verify](#).

All Federal employees are required to have Federal salary payments made by direct deposit.

For Veterans' preference eligibility, visit [Veterans' Resources](#) and see the How to Apply section of this vacancy announcement.

In alignment with Federal hiring policies, more than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 90 days from the date the certificate was issued.

If you need a reasonable accommodation for the application and hiring process, please contact 860-444-8508. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [DHS Program of Reasonable Accommodation](#).

OPM must authorize employment offers for former or current Political Appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information.

What to Expect Next

You will receive an acknowledgement of the receipt of your application. If you do not receive such confirmation, do not assume your application was received. All applicants will receive notification regarding selection or non-selection.