Accreditation, Analytics, and Planning Manager

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MIAMI UNIVERSITY

Job Number: JR103351

Remote Type: Hybrid

Job Title
Accreditation, Analytics, and Planning Manager

Department
Dean's Office Farmer School of Business

Worker Type
Regular

Pay Type
Salary

Position Salary Minimum
$69,600

Position Salary Maximum
$81,850

Salary will be commensurate with the level of the position, education, and experience.

Scheduled Weekly Hours
40

Benefit Eligible
Yes

Screening Date
2025-11-24

Job Description Summary
The Accreditation, Analytics, and Planning Manager plays a strategic role in advancing data-informed decision-making and continuous improvement at the Farmer School of Business. This position leads efforts in accreditation compliance (especially AACSB) and academic assessment (including Assurance of Learning). Working closely with the Dean's Office, section heads, academic leaders, and central university partners, this person ensures that reliable, actionable data underpins accreditation, planning, and resource decisions by managing institutional analytics and strategic planning support. The role also supports academic planning and strategic decision-making by integrating data analytics and institutional insights.

Job Description
Key Responsibilities

Accreditation Management:

- Provide strategic leadership for AACSB accreditation by overseeing all aspects of data collection, analysis, reporting, and compliance related to all Standards.
- Serve as the primary liaison with AACSB and the Office of the Provost ensuring timely submission of documentation, coordination of site visits, and continuous alignment with accreditation standards to support institutional excellence and continuous improvement.

Analytics and Reporting

- Develop and maintain analytics tools, dashboards, and data governance practices to ensure accurate, transparent, and consistent reporting of academic and operational metrics, supporting both internal planning and external accountability.

- Act as primary liaison for the Farmer School of Business with the Office of Institutional Research.
- Collaborate with university partners and academic leadership to manage longitudinal data, support strategic initiatives (including rankings and student success), and deliver audience-specific insights to inform decision-making and resource allocation.

Strategic Planning and Decision Support

- Serve on related University committees and other committees as assigned.
- Provide data-driven decision support by translating institutional and market data into actionable insights that inform academic planning, program review, and strategic resource allocation.
- Partner with leadership to align analytics with FSB priorities, using benchmarking, predictive modeling, and custom reporting to guide faculty planning, enrollment strategies, and academic viability assessments.

Collaboration and Institutional Representation

- Foster collaborative relationships across all parts of FSB and with relevant groups at the university.
- Represent FSB in accreditation, assessment, and institutional research initiatives and conferences, advancing the school's visibility and alignment with best practices.

Minimum Qualifications:

Required: Bachelor's degree in higher education, data analytics, business, or a related field with evidence of having completed data-driven research projects.

Consideration will be given to candidates with a master's degree in higher education, data analytics, business, or a related field, and two years of relevant experience in accreditation, institutional research, or academic planning.

Required Knowledge, Skills and Abilities:

- Excellent written and oral communication skills, with the ability to translate complex data into actionable insights.
- Proficiency in Excel, Tableau, SQL, or related data analysis tools.
- Ability to manage multiple projects and prioritize in a fast-paced environment.
- Strong interpersonal skills and a collaborative approach.

Preferred Knowledge, Skills and Abilities:

- Familiarity with AACSB accreditation standards, especially faculty qualifications and AoL.
- Experience with curriculum planning and assessment systems.
- Knowledge of data visualization and statistical software (e.g., R, Python).
- Knowledge of machine learning, AI-assisted analytics, or advanced modeling.

Additional Position Information (if applicable)
Work Environment and Additional Info

- Primarily located on the Oxford campus, travel between campuses and for conferences/professional development. Position is eligible for a flexible work arrangement.
- Primarily University business hours Monday thru Friday 8 a.m. to 5 p.m. May be required to work occasional hours outside university business hours to support site visits

Why Join FSB?

The Farmer School of Business is a nationally ranked, student-centered business school committed to academic excellence, innovation, and societal impact. This role offers a unique opportunity to shape the school's future through data-driven leadership and mission-aligned accreditation strategy.

Required Application Documents
Cover Letter and Resume

Special Instructions (if applicable)
Inquires may be directed to Jess Bathe at thomasjr@miamioh.edu. Screening of applications will begin two (2) weeks from the date of posting and will continue until the position is filled.

Additional Information

A criminal background check is required. All campuses are smoke- and tobacco-free campuses.

This organization participates in E-Verify.

Remote Work
For positions that are approved for remote work: Remote work is not a right, it is a work arrangement that can be modified or revoked by Miami University at any time for any reason, including the convenience of the University.

Reasonable Accommodations
Requests for reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560. Questions and follow-ups regarding requests should also be directed here.

Miami University Values Statement
Miami University is a scholarly community whose members believe that a liberal education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express

disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

For more information on Miami University's mission and core values, please visit the Mission and Core Values webpage.

Equal Opportunity/Affirmative Action Statement
Miami University, an Equal Opportunity/Affirmative Action employer, encourages applications from protected veterans and individuals with disabilities. Miami University prohibits harassment, discrimination and retaliation on the basis of age (40 years or older), color, disability, gender identity or expression, genetic information, military status, national origin (ancestry), pregnancy, race, religion, sex/gender, status as a parent or foster parent, sexual orientation, or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560.

Clery Act
As part of the University's commitment to maintaining a healthy and safe living, learning, and working environment, we encourage you to read Miami University's Annual Security & Fire Safety Report at: http://www.MiamiOH.edu/campus-safety/annual-report/index.html, which contains information about campus safety, crime statistics, and our drug and alcohol abuse and prevention program designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at university events and activities. This report also contains information on programs and policies designed to prevent and address sexual violence, domestic violence, dating violence, and stalking. Each year, email notification of this website is made to all faculty, staff, and enrolled students. Written notification is also provided to prospective students and employees. Hard copies of the Annual Security & Fire Safety Report may be obtained from the Miami University Police Department at 513-529-2223.

Labor Law Posters for Applicants

Please visit our Labor Law Posters webpage to access all relevant and applicable labor law information.
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