POSITION DESCRIPTION

POSITION: Assessment Coordinator
POSITION #: 0397
PAY GRADE: E5
FLSA STATUS: Exempt
DEPARTMENT: Instructional Services
DUTY TOUR: 10 months
REPORTS TO: Dean of Undergraduate Studies

JOB PURPOSE:
To manage the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator will work with the academic committees, faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels. The assessment coordinator will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. Together with the assessment staff, the assessment coordinator will coordinate the collection, evaluation and dissemination of academic, support and administrative units.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:
- Collects, analyzes, and interprets assessment data to support departmental accreditation and program reviews, disseminates results and assists others with the understanding of and appropriate use of data and results.
- Compiles annual assessment reports.
- Coordinates and administers the end-of-semester course evaluations.
- Assists with the Higher Learning Commission (HLC) Accreditation reports.
- Collaborates with and assists the Data Assessment Director in compiling various institutional assessment reports.
- Provides on-going flex workshops to programs, departments or individuals to develop assessment plans.
- Works with the Assessment Committee to: collect evidence – design assessment tool, collect student work; analyze evidence – make summative judgments relative to the student learning outcomes, document analysis in report (develop template for reports), and document changes.
- Assists in program reviews and accreditation guidelines with regard to student academic achievement and their success on outcomes.

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• Works with non-instructional and academic support units to develop and assess service outcomes and develop reporting forms if they do not exist.
• Conduct focus groups with students and/or faculty and staff to get insight into practices that work or those that do not.
• Works with the Assessment Committee to problem-solve issues that arise with assessment plans and present solutions.
• Attends and participates in faculty meetings, career and technical education meetings, and other meetings and committees as required.
• Create reporting forms for assessment activities University-wide.
• Works on administration requested university-wide reports as needed.
• Maintains confidentiality of all privileged information.
• Develops resource materials and provides workshops and presentations to assist faculty and administrators with best practices regarding assessment.
• Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:
• Bachelor’s degree in Mathematics, Statistics, Economics, or a related field.
• Three years teaching experience in field of study at post-secondary setting.
• Valid and clean state driver’s license.
• Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

PREFERRED QUALIFICATIONS/REQUIREMENTS:
• Master’s degree in Mathematics, Statistics, Economics, or a related field.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:
• Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
• Knowledge of field of study.
• Knowledge of techniques and practices in field.
• Knowledge of University policies and procedures, including accreditation standards.
• Knowledge of instructional policies and procedures.
• Knowledge of quantitative and qualitative methods and practices to assess student learning in academic programs in higher education, including assessment of general education outcomes.
• Knowledge of assessment practices and methods.
• Knowledge of SPSS and other applicable software.
• Skill in operating computers and office machines.
• Ability to write reports and business correspondence.
• Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to students.
• Ability to present materials effectively to individual students or groups.
• Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
• Ability to work independently and meet strict time lines.
• Ability to oversee the work of students.
• Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
• Ability to communicate effectively in the Navajo and English language.
• Ability to facilitate work groups, organize, problem solve, plan, monitor assessment process, coordinate, lead, collect, analyze and interpret data, train others on complex processes.

PHYSICAL DEMANDS:
• While performing the duties of this job, the employee frequently sits, stand, walk, bend, stoop, and squat.
• Use hands for dexterity of motion, repetitive movement of both hands.
• Have excellent auditory, visual acuity, and verbal communications skills.
• The employee must occasionally lift and carry up to 25 pounds.

WORK ENVIRONMENT
• Work is typically performed within an office, classroom or laboratory.
• Situations occur where surgical masks, safety goggles, gloves and protective face shields may occur.
• Tight time constraints and multiple demands are common.
• Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.