

JOB DESCRIPTION



Position Title: Assessment and Program Review Manager

Department: Academic Affairs

Employment Category: Administrative Staff

Primary Location: Downtown Center

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS13

Position Summary: The Assessment and Program Review Manager is responsible for managing and facilitating sustainable student learning outcome assessment processes; supports robust academic program review and accreditation activities that are empirical and efficient; and supports strategic plans for a culture of assessment and student learning improvement.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Develops, maintains, and manages program assessment and program review operations including; workflows, processes, data collection and storage, schedules & deadlines, and communication

Works collaboratively with faculty, staff, and administrators across the college in planning and developing program assessment initiatives that support institutional effectiveness

Supports the development of course and program learning outcomes, and assessment tools and evaluation instruments (e.g., rubrics)

Prepares timely professional reports (oral and written) and presentation materials based on findings, disseminating information internally and/or for external reporting

Designs and executes strategies to promote a culture of assessment utilizing strong interpersonal, organizational, written, and oral communication skills

Builds and maintains an accessible repository for document assessment, program review, and evidence of accreditation efforts

Supports the development and delivery of training materials and professional development workshops regarding assessment and program review for faculty, staff, and administrators

Serves on the Learning Outcomes Assessment Committee, and other committees as appropriate

Maintains a database of faculty credentials

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in assessment and evaluation, or a related discipline, such as: education, curriculum and instruction, instructional design, and social sciences, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years of related higher education experience in student learning outcome assessment processes and/or program review, accreditation standards, and curricula development

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, and learning management systems

Knowledge of institutional and/or specialized accreditation standards

Knowledge of adult learning theories and skilled in evidence-based practices in teaching and learning

Knowledge of project management principles

Skill in collecting, analyzing, verifying, interpreting and reporting data

Skill in engaging and collaborating with diverse stakeholders

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, colleagues, college faculty and staff, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Academic Affairs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.