

Class Code:... 1278
Position #: PSA (E)
Developed by: DG
Reviewed by: DG, DJ
Approved by: LK
Date: 02/18

**University of Rhode Island
Position Description**

TITLE: Coordinator, Assessment

DIVISION: Academic Affairs (Provost)

REPORTS TO: Assistant Director, Office of Student Learning Outcomes
Assessment and Accreditation (SLOAA)

GRADE: 11

SUPERVISES: Graduate and/or undergraduate students, support staff

BASIC FUNCTION:

Support the Assistant Director in the continued development and maintenance of a comprehensive outcomes assessment program designed to document university-wide engagement in a continuous improvement cycle in support of the University mission, Academic Plan, and accreditation requirements. Support the execution of campus-wide reporting on assessment including systems for collecting, analyzing, and reporting data related to student learning and program reporting performance to ensure alignment with institutional goals. Enhance the University's culture of assessment by engaging faculty and administration through consultation, training and educational resources, to advance an effective and meaningful university-wide assessment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participate in assessment activities across the university to promote a data-informed approach to academic program assessment.

Design and develop professional training and teaching tools on assessment methods, data collection, analysis, and technologies.

Provide training workshops and consultation on assessment tools and techniques to support evidence-based decisions for academic programs and institutional use.

Coordinate the design and implementation of assessment projects using a variety of methodologies (i.e., surveys, focus groups, interviews,

observations, statistical analysis), the collection and analysis of quantitative and qualitative data, and the creation of reports that include analysis, results, and recommendations.

Support the dissemination of assessment reports and feedback to appropriate administrative units and academic programs.

Manage an electronic database to document assessment processes and continuous improvement efforts and planning.

Support the collection, analysis, monitoring, and reporting of assessment data, planning, implementation in adherence of assessment policy.

Collaborate with colleagues in ATL to enhance teaching and learning initiatives. Collaborate on assessment research, grant initiatives, publications and projects across the institution to build evaluation capacity.

OTHER DUTIES AND RESPONSIBILITIES:

Participate on relevant University Committees.

Participate in professional development opportunities and professional organizations locally, regionally, and nationally, including conferences and workshops.

Perform other duties as assigned by the Assistant Director.

LICENCES, TOOLS AND EQUIPMENT:

Personal computers, spreadsheets, Google Drive, data base software, web-design software (i.e. WordPress), web-based forms, surveys, scheduling software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a higher education administration, research-related field (social sciences, psychology, education, business, etc.) and a minimum of three years' experience in program evaluation or learning outcomes assessment **OR** PhD in a higher education administration, research-related field (social sciences, psychology, education, business, etc.) and a minimum of one year's experience in program evaluation or learning outcomes assessment; Demonstrated experience in the development and implementation of assessment strategies; Demonstrated experience with use of qualitative and quantitative methods for assessment of student learning outcomes using a range of institutional data; Demonstrated experience in

social science research methods such as quantitative data analysis with SPSS (or similar statistical analysis software); Demonstrated familiarity with project management and documentation; Demonstrated knowledge of best practices in student learning outcomes assessment; Demonstrated experience designing and delivering training workshops in higher education or teaching in higher education; Demonstrated professional-level interaction with faculty and staff; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently; Demonstrated supervisory experience; Demonstrated organizational skills and attention to detail; Demonstrated ability to prioritize responsibilities; Demonstrated ability to coordinate multiple projects simultaneously and meet deadlines; Demonstrated experience conducting surveys and using online survey software (such as Survey Monkey or Qualtrics); Demonstrated experience with best practices for using direct/indirect assessment methods; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated familiarity with regional accreditation standards; and, Demonstrated experience with qualitative data software analytic programs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.