

Job Code: 101298
Pos #: (NUNC) (E)
Developed by: LB
Reviewed by : LK
Approved by : LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Course Evaluations
DIVISION: Academic Affairs (Office of the Provost)
REPORTS TO: Vice Provost, Faculty Affairs
GRADE: 11
SUPERVISES: Students and interns

BASIC FUNCTION:

Ensure the smooth administration of the course evaluation instruments, including accurate and timely distribution and dissemination of results as appropriate to faculty and students. Conduct statistical analysis of course data, generate reports, and manage record keeping. Answer questions and address concerns regarding the course evaluation instruments and administration as they may arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Vice Provost in overseeing the administration of the course evaluation system, including project management, data analysis, report generation, and record keeping, and serve as a resource for course evaluation operations for the campus community.

Coordinate with various campus units to ensure the proper administration of and support for course evaluations, including Enrollment Services, University Computing Services, and the Office for the Advancement of Teaching and Learning.

Work directly with associate deans, department chairs, administrators, AAUP, faculty senate representatives, faculty and campus staff to ensure adequate understanding of the course evaluation process, and communicate processes, procedures and deadlines associated with the evaluations to the campus community.

Work with University Computing to develop required data feeds and to identify coding issues in the data and recommend coding changes to meet the needs of the course evaluation system.

Work with appropriate campus offices to ensure an accurate database of IDEA results are maintained for reporting purposes and assist in data analysis and production of reports. Ensure confidentiality of evaluative materials as appropriate.

Identify problems and concerns with the administration of course evaluations and independently, or in consultation with the software provider, develop appropriate solutions. Create documentation of these problems and solutions, and review business practices with the Registrar, Vice Provosts, and Provost to make corrections.

Create documentation regarding the administration process for course evaluations for future training and process review.

Serve as a member of the Joint Administration/AAUP Student Evaluation of Teaching (SET) Committee to support the course evaluation process.

Assist with planning and running events to support the course evaluation process among faculty and students.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare periodic reports; develop policies and procedures as needed.

Perform data analytics as needed.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited institution of higher education; Minimum of two years of experience in database management; Demonstrated project management experience and attention to detail; Demonstrated ability in statistical analysis and interpretation; Demonstrated ability in data presentation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's Degree; Demonstrated knowledge of People Soft Campus Solutions; Demonstrated experience in creating dashboards and summary reports; and, Demonstrated experience working with Campus Labs and IDEA course evaluations

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