

Assessment Coordinator

The Assessment Coordinator serves as a member of the College of Arts and Sciences Unit Assessment Committee working to facilitate effective, functioning, and consistent assessment practices across programs. The assessment coordinator position will rotate on a three-year cycle once a transition period is in place across the college.

Responsibilities include the following:

- Coordinate assessment systems for the bachelor's degree tracks and assist with reporting processes associated with the department's master's degree program
- Work with the Department Chair and Graduate Program Director to provide oversight for the assessment process and for assessment discussions among program faculty
- Coordinate with teacher education faculty to facilitate the collection and management of data for NCATE and NSTA reporting
- Analyze data and develop reports as required for accountability and accreditation
- Update the Online Assessment Reporting System (OARS) information at least twice a semester
- Maintain evidence associated with assessment system
- Support faculty with data management system (when available)
- Actively participate in Unit Assessment Committee tasks
- Communicate and collaborate with assessment coordinators in other programs to facilitate college-level data collection and communication
- Respond in a timely manner to requests from the college Assessment Director and others concerning assessment needs

Qualifications for the position include the following:

- Full-time program faculty member
- Effective verbal and written communication skills
- Superior analytical and organizational skills
- Experience with and knowledge of assessment (can be gained through assessment workshops within the first year of appointment)
- Technology skills

Position Conditions:

The faculty member will receive one three-credit course release per academic year. Some summer work associated with department assessment reporting may be required in exchange for the compensation provided during the academic year.

Assessment Coordinator—Graduate Program

The Assessment Coordinator for the department's Graduate Program serves as a member of the College of Arts and Sciences Unit Assessment Committee working to facilitate effective, functioning, and consistent assessment practices across programs. The duties below will be assumed by the Graduate Director for the department as part of the responsibilities of that position.

Responsibilities include the following:

- Coordinate assessment systems for the degree program
- Work with the Department Chair to provide oversight for the assessment process and for assessment discussions among program faculty
- Analyze data and develop reports as required for accountability and accreditation
- Coordinate efforts with undergraduate Assessment Coordinators to see that information for the program is updated in the Online Assessment Reporting System (OARS) at least twice a semester
- Coordinate efforts with undergraduate Assessment Coordinator to maintain evidence associated with assessment system
- Actively participate in Unit Assessment Committee tasks
- Communicate and collaborate with assessment coordinators in other programs to facilitate college-level data collection and communication
- Respond in a timely manner to requests from the college Assessment Director and others concerning assessment needs