



## Classification Description

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**Job Title: Coordinator, Assessment and Effectiveness Pay Grade: 110**

**Job Code: 4156**

**FLSA Status: Exempt**

### **Job Purpose**

This position supports Academic Affairs data collection and survey administration. The Coordinator, Assessment and Effectiveness aids the Assistant Vice President of Institutional Research, Assessment, & Effectiveness (AVP) with data collection and organization in Academic Affairs to include course-level, general education assessment and other assessments, as well as administering surveys.

### **General Responsibilities**

#### **Essential Functions**

Organizes, administers, and analyzes surveys College-wide.

Supports academic course assessment data collection and reporting with commensurate data analysis and heuristics, as needed, at discretion of the AVP.

Ensures timely and accurate recording of assessment data and maintains related spreadsheets, databases, and archives.

Develops and maintains an inventory of assessments used in common course assessments.

Completes summary forms of assessments, compiles history and ensures components are completed.

Collaborates with Effectiveness Coordinators from different departments to ensure all assessments and methods are current and up to date.

Facilitates student focus groups as part of course and program assessment.

Provides first moment statistics for broad-based assessment processes.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

## COORDINATOR, ASSESSMENT AND EFFECTIVENESS

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

One (1) year of full-time professional work experience. Appropriate combination of education and experience may be substituted.

Experience with general computing and spreadsheets.

Knowledge of academic assessment at the collegiate level (both implementation and provenance to the institution).

Ability to independently travel to various campuses and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

## COORDINATOR, ASSESSMENT AND EFFECTIVENESS

- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 4, 2023. Revised: September 24, 2024.