Position Title: Assessment Coordinator
Unit: Office of Instruction & Assessment
Appointment: Appointed Professional, 12 month, 1.0 FTE, to begin August 3, 2015
Salary: DOE

This individual will hold the appointment title of Assessment Coordinator. He/she will work closely with the Director of Teaching, Learning, and Assessment (DTLA) and the Associate Vice Provost for Instruction and Assessment (AVPIA), reporting directly to the DTLA. The work will focus upon the support and monitoring of UA academic programs’ efforts to conduct high quality student learning outcomes assessment.

Specific responsibilities will include:

1. Rubric-evaluation and follow-up monitoring of UA academic units’ assessment plans, findings, and subsequent program actions.
2. Substantial involvement in assessment of institution-wide initiatives and programs such as General Education and 100% Engagement.
3. Advising and consulting with academic units, individual faculty members, or faculty/staff committees on how to improve their learning outcomes assessment practices.
4. Assisting with special assessment events such as the APR Assessment Workshops.
5. Attending meetings of and collaborating with groups involved in special assessment task forces or committees responsible for learning outcomes assessment in their units (e.g., Voluntary System of Accountability Task Force).
6. Collaborating with the DTLA and the AVPIA in developing vision for and identifying challenges to sustained high-quality student learning outcomes assessment at the UA.
7. The creation of web-based or printed resources to further our objective of building capacity for high quality learning outcomes assessment practices across UA.
8. Additional unanticipated responsibilities as assigned by the DTLA.

Required Qualifications:
- Master’s degree or higher
- Teaching experience at a university, 4-year, or 2-year college
- Experience working with learning outcomes assessment at the course or academic program level
- Strong written and verbal communication skills
- Strong interpersonal skills
- Evidence of ability to complete work with minimal supervision
- Evidence of potential to work as a member of a collaborative team

Preferred Qualifications:
- Ph.D. or equivalent (ABD considered)
- Teaching experience at a university
- Experience working with learning outcomes assessment at the academic program level
- Experience teaching General Education or Foundations courses

Application Information:
Go to www.uacareertrack.com and search for job posting #58576. Application screening will begin on June 22, 2015.