

University of Houston – Clear Lake

Position Description

Job Title: **Quality Assurance Evaluator 2**

Job Code: **3964**

Pay Grade: **005**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Education, Instructional Technology or related field including graduate coursework in Instructional Design and Web Development.	Master's degree in Instructional Design, Instructional Technology, or appropriate field.
Experience	Two years of professional experience in instruction or training. Some experience with curriculum decisions.	Professional experience in Web or Multimedia design and development. Experience working with diverse populations within a university community. Some experience with grant-writing and implementation. Exemplary communication and interpersonal skills.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The incumbent will assist the Director in planning and implementation of online programs and provide administrative assistance to the Office of Online Programs. The main responsibilities are assisting the Director with the following: 1) Organizing faculty development workshops by developing, planning, and implementing events, including logistical arrangements. 2) Assisting with the Quality Assurance procedure to ensure compliance standards in courses offered via electronically enhanced environments. 3) Communicating the best practices and new distance education policies to the faculty by maintaining department website, assisting with the development, writing, and publication of department newsletters and resource materials. 4) General office management responsibilities include maintaining equipment contracts, completing institutional forms and paperwork, mailings, and filing. Other duties as assigned.

Duties and responsibilities	% Time
Assisting with the Quality Assurance procedure to ensure compliance standards in courses offered via electronically enhanced environments.	40
Organizing faculty development workshops by developing, planning, and implementing events, including logistical arrangements.	20
Communicating the best practices and new distance education policies to the faculty by maintaining department website, assisting with the development, writing, and publication of office newsletters and resource materials.	20
General office management responsibilities include maintaining equipment contracts, completing institutional forms and paperwork, mailings, and filing. The incumbent will perform other duties as assigned. Other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.