

# University of Houston – Clear Lake

## Position Description

Job Title: **Assessment Coordinator**

Job Code: **3522**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Social Science, Statistics, Educational Psychology, or related field.	Doctorate degree in Social Science, Statistics, Educational Psychology, or related field.
Experience	Experience in outcomes assessment in curricular or co-curricular programs, program review, or accreditation. Proficiency in SPSS.	
License/Certification		

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

### POSITION SUMMARY

**Work closely with faculty to provide assistance in student learning outcomes assessment to meet discipline specific accrediting bodies requirements; implement core curriculum assessments and university-level outcomes assessments; analyze results and report findings. Work closely with Institutional Research staff to assist Executive Director to gather benchmark data to assess university progress in meeting strategic goals; design, implement, collect, and interpret survey data to improve learning and services.**

Duties and responsibilities	% Time
Design surveys; analyze, interpret, and report findings	20
Assist Executive Director to gather benchmark information to assess university progress in achieving strategic goals	20
Conduct core curriculum assessments; analyze and report results	15
Conduct university-wide outcomes assessment; analyze and report results	15
Assist faculty to organize and gather assessment information to meet accreditation requirements	15
Conduct qualitative studies (e.g., focus group study) for faculty and staff to gather assessment information.	15

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