

**JOB INFORMATION**

Effective Date	10/11/2021
Job Code:	3522
Job Title:	Assessment Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job 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 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.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in social science, statistics, educational psychology, or related field	Required	
Doctoral Degree	in social science, statistics, educational psychology, or related field	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Experience in outcomes assessment in curricular or co-curricular programs, program review, or accreditation. Proficiency in SPSS	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Conduct core curriculum assessments; analyze and report results	15%
• Conduct university-wide outcomes assessment; analyze and report results	15%
• Design surveys; analyze, interpret, and report findings	20%
• Conduct qualitative studies (e.g., focus group study) for faculty and staff to gather assessment information	5%
• Assist Executive Director to gather benchmark information to assess university progress in achieving strategic goals	20%
• Assist faculty to organize and gather assessment information to meet accreditation requirements	15%
• Other duties (e.g., IR reporting) as assigned	10%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description