



# Savannah State University

## Position Description – Institutional Assessment Coordinator

### **POSITION DESCRIPTION:**

Position Title: Institutional Assessment Coordinator

FLSA Status: Exempt

Reports To: Director, Institutional Research & Planning

Department: Institutional Research and Planning

Date Prepared: May 22, 2009

### **BASIC FUNCTION**

Oversee the ongoing evaluation of organizational effectiveness and planning campus-wide and to ensure the development and use of assessment results for strategic and operational planning to facilitate continuous organizational improvement.

### **NATURE & SCOPE**

Reporting to the Director of Institutional Research and Planning the incumbent in the position will support the University-wide assessment and planning committees to enable research support for planning and decision-making.

### **PRINCIPAL ACCOUNTABILITIES**

- Maintain and implement planning and assessment calendar of activities
- Coordinate faculty, staff, and related task groups essential for institutional assessment activities
- Coordinate development of annual internal operations audit
- Coordinate and maintain annual environmental scan project
- Assist in collecting, collating, analyzing, preparing and disseminating survey research and institutional data and reports in support of on-going assessment and planning activities.
- Enter assessment results and plans into the university's online assessment and planning software; maintain files and documentation related to assessment and planning
- Keep current on assessment and planning research and best practices, including regional and professional accrediting agency standards and requirements.
- Initiate, coordinate, and maintain accountability for institutional assessment, planning and effectiveness.
- Advise and support academic assessment and planning teams and initiatives with respect to student learning outcomes (upon request)
- Other tasks incidental to these activities as necessary or assigned

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Minimum Master's degree in behavioral science, business, education or related field (emphasizing research and analytical methodologies & skills). Experience with SPSS or comparable statistical analysis application software (SPSS, SAS, or Stata). Experience with Microsoft Office suite (Word, Excel, Access, PowerPoint, & Outlook). Knowledge of relational data bases (e.g.: Oracle). Excellent skills for facilitating group processes, verbal communication and writing. (Able to translate technical jargon into layman language, build consensus among diverse constituents, prepare and edit readable reports). Knowledge or experience with concepts of continuous process improvement, business process mapping, process re-engineering, total quality management, and Lean 6 Sigma principles applied to educational or service organizations is preferred. Prior experience with educational assessment tracking and archiving software (eg.: TrackDat) is preferred. Effective time management skills and ability to orchestrate multiple tasks efficiently. Self-starter, task oriented, problem solving skills; detail oriented. Superior analytical and organizational skills; confident interpersonal skills. Ability to work with diverse ethnic and cultural styles.

November, 2010