



JOB DESCRIPTION

JOB TITLE: Assessment and Survey Specialist	FLSA: Exempt
Department: Institutional Effectiveness & Research	Date Revised: 9/23/2024
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Institutional Effectiveness & Research	

Job Summary

Under the direction of the Director of Institutional Effectiveness and Research, the Assessment and Survey Specialist plays a key role in developing, analyzing, and reporting assessment and survey activities. This position works directly with the Director of Institutional Effectiveness and Research as well as faculty, staff and administration to apply best practices in effective assessment and survey research.

Essential Functions

- Facilitates the collection and analysis of data related to student learning outcomes and program/unit effectiveness.
- Utilizes assessment tools and methodologies to evaluate the success of academic programs and administrative units.
- Schedules and facilitates assessment activities, including training and support for faculty and staff.
- Develops appropriate survey tools for projects as requested and coordinates all facets of survey administration.
- Stays current with trends and best practices in assessment and survey research.
- Provides ad hoc assessment-related reports as requested.
- Serves as a primary liaison with the College's institutional effectiveness platform vendor for technical support.
- Attends relevant workshops, conferences, and professional development opportunities.
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree in Business, Education, or a related field; Master's degree preferred.
- Proven experience in assessment, preferably within a higher education setting.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in assessment tools and data analysis software.

Work Environment

- Works primarily in a climate-controlled office environment with little exposure to safety hazards.
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials. Work may require sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date