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## Auburn University Job Description

Job Title: **Assessment Specialist**

Job Family: No Family

Job Code: **HC63**

Grade AA08 \$40,100 - \$64,200

FLSA status: Exempt

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### Job Summary

Coordinates and manages the internal assessment feedback system for academic degree programs to provide learning improvement initiatives in support of Auburn University's continuing accreditation.

### Essential Functions

1. Consults with academic degree program faculty members on all aspects of the assessment process, including student learning outcome development, outcome/curricular alignment, instrument development, data collection strategies, data management, data analysis, interpretation of statistical results, and using data to inform program improvement.
2. Manages the internal assessment feedback system for academic degree programs, including communication with programs on their submission status, organizing and overseeing a weeklong peer-evaluation of assessment reports session, quality controlling quantitative and qualitative assessment feedback from this system, and disseminating individualized feedback reports.
3. Designs and facilitates professional development events for faculty members regarding assessment (e.g., workshops on curriculum mapping, rubric development).
4. Builds relationships with faculty members across campus to contribute to a culture of assessment.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Social Sciences or Educational Research.
<b>Experience (yrs.)</b>	2	Experience in statistics and research.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of program assessment, higher education, intermediate statistics, measurement and research design.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/30/2015

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