



Position Title: Senior Assessment and Planning Associate
Reports To: Director
Department: IE/Learning Outcomes Assessment
Prepared By/Date: S. Sean Madison/11-23-2010
Approved By/Date: S. Sean Madison/11-23-2010
Revised: Jennifer C. Brito/11-24-2010

Job Code: 0133
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Senior Assessment and Planning Associate is a facilitative leadership position in the Office of Institutional Effectiveness/Learning Outcomes Assessment and works directly with academic, administrative and student services units at the College to plan, implement, and sustain its efforts to continuously improve institutional effectiveness with emphasis on direct assessment of student learning.

Essential Duties and Responsibilities:

- Designs models of good assessment and planning practice in collaboration interdisciplinary faculty and administrators from multiple campuses at the College.
- Provides consultation to academic and non-academic units on institutional effectiveness planning processes including developing program-level and discipline-level student learning outcomes and designing appropriate tools to measure the attainment of these outcomes.
- Collaborates with discipline and School conveners from various campuses to develop methods of sustaining good assessment practice within their units and recommending uses of assessment results and findings to improve student learning.
- Coordinates, in collaboration with College Training and Development, professional development activities for faculty and staff to enhance their planning, research and assessment skills which will aid them in integrating teaching, learning, and assessment practices to improve student learning.
- Directs special projects collegewide and supports resource development activities, such as grant proposal writing, that will enhance the College's efforts to assess and improve student learning.
- Maintains and assists collegewide units in using comprehensive databases, assessment portals, and files related to assessment, program review, and continuous improvement activities.
- Develop statistical reports and related publications in support of accreditation, learning outcomes assessment and other ongoing efforts of the College to measure its effectiveness.
- Reviews the assessment plans and reports of the administrative and academic units to ensure that each meets the SACS and institutional assessment requirements.
- Analyzes assessment findings and educational research literature to identify implications for institutional effectiveness planning and to support program review for academic, student and administrative areas.
- Provides regular feedback to assigned discipline, Schools and service areas on progress.
- Participates in committees, task forces, and special programming efforts as appropriate.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Applied and advanced knowledge of research methodology, curriculum development, and assessment design and implementation.
- Knowledge of various types of assessment programs and accreditation standards for programs and institutions.

- Strong organizational skills with the ability to prioritize and manage multiple task/projects at multiple campuses.
- Ability to work in a multi-project, fast-paced office environment and able to meet concurrent deadlines.
- Strong oral and written communication skills.
- Strong interpersonal skills and the ability to effectively communicate as part of a team with a wide range of individuals and constituencies in a diverse multi-ethnic and multi-cultural community.
- Ability to compute, evaluate and communicate general principles used in evaluation and assessment.
- Ability to prepare reports, analysis and summary tables using a statistical software package.
- Ability to exchange and present information and facilitate dialogues with colleagues within the College.
- Ability to work independently and in a team setting with faculty and staff, and to collaborate on departmental projects.
- Ability to work effectively in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in an academic discipline taught at MDC and three (3) years' experience with program program/learning outcomes assessment and evaluation
- Expertise in learning outcomes assessment and planning in a college setting

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name