

View Posting Summary - Director, Assessment

Posting Details	
Position Title	Director, Assessment
Job Code:	3096
Requisition Number	11-213
Job Description	<p>This district level Director is responsible for managing activities in the areas of program and course-level assessment. In conjunction with a variety of institutional constituents, this position ensures that all assessment activities are integrated into the College's general assessment strategy and that these activities support the mission of the College. The Director ensures that assessment schedules are implemented and that the institutional assessment program represents a contemporary best practice in the field of program assessment.</p> <p>Works with the Assessment Chair and the Dean to develop program and course level assessment calendars.</p> <p>Designs and refines guidelines for assessment plans.</p> <p>In conjunction with the Assessment Chair and Academic chairs, plans and conducts workshops and other development programs to assist faculty in conducting effective and meaningful assessment activities.</p> <p>Maintains an assessment web page that can serve as a venue for communication in assessment to faculty and unit managers, a reference page for learning/operational outcomes development, and assessment design guides.</p> <p>Works with the Dean to develop specific sets of outcomes, measures, and progress reports for the Assessment area and eventually annual program reviews.</p> <p>Coordinates the activities of the Student Assessment Committee as the co-chair.</p> <p>Prepares budget requests for the Assessment area.</p> <p>In conjunction with the Dean and Assessment Specialist, designs studies to assess program and course-level outcomes.</p> <p>Works with the Assessment Chair to ensure that quantitative and qualitative data are efficiently collected and managed.</p> <p>Engages faculty in the development of appropriate "embedded" and "authentic" assessment tactics and instruments.</p> <p>Provides administrative and academic departments support in conducting assessment studies; these studies will include appropriate mixtures of qualitative and quantitative designs.</p> <p>Provides unit managers and department chairs with support as they complete assessment reports; the Director will help to ensure that department chairs and unit managers include program/course goals, rationale for assessment methods, analyses of results, and the manner in which these analyses contribute to planning.</p> <p>Provides direct support to faculty as they design, conduct, and interpret</p>

	<p>course-level assessment studies</p> <p>Provides leadership and direction to Assessment personnel.</p> <p>Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.</p> <p>These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.</p>
Minimum Qualifications	<p>An earned Master's degree from a regionally accredited institution of higher education in higher education administration, educational research, measurement, or program evaluation.</p> <p>Teaching experience at the post-secondary level.</p> <p>Previous professional experience in an institutional research or assessment department within an institution of higher education.</p> <p>Academic or professional history that involved conducting and presenting research associated with educational or program assessment.</p> <p>Demonstrated ability to use statistical analysis software (SAS or SPSS).</p> <p>Demonstrated capacities to collect, organize, and analyze quantitative and qualitative data.</p> <p>Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.</p> <p>Demonstrated ability to:</p> <ul style="list-style-type: none"> - Communicate effectively, both orally and in writing. - Establish and maintain effective working relationships with faculty, staff, students and the public. - Work in a fast-paced, demanding environment. - Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality. - Work effectively with all constituencies of the College. - Collect, organize, analyze and present legal and governmental information in a meaningful manner.
Preferred Qualifications	<p>Three (3) years experience as a full-time faculty member at an institution of higher education.</p> <p>Demonstrated experience in developing student learning outcomes for postsecondary-level courses and programs.</p>
	<p>Screening will begin immediately and continue until the position is filled, however to receive full consideration your online application and resume should be submitted by January 2, 2012.</p> <p>APPLICATION REQUIREMENTS:</p> <p>Fully complete the application form. All work history must be included on the application and all fields must be accurately and specifically completed.</p> <p>Candidates must list ALL work experience which proves sufficient for</p>

Special Instructions to Applicants	<p>meeting minimum qualifications of this position.</p> <p>Unofficial transcripts MUST be uploaded to the applicant system. It is suggested that all documents be uploaded as PDF documents. There is a 2 megabyte limit on each document.</p> <p>TRANSCRIPTS:</p> <ul style="list-style-type: none"> - Candidates must upload copies of ALL transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications of this position. - Official transcripts for all coursework and degrees are required at the time of hire. - Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bonafide U.S. evaluation service. The evaluation must be uploaded to the application. <p>PLEASE NOTE: Additional documents or changes cannot be made to your application once you have clicked on "Finished Attaching Documents" and receive your confirmation number.</p> <p>We regret that we are unable to accept faxed, emailed, mailed or hand delivered application materials outside the Edison online e-Jobs system.</p> <p>A selection committee will review application packages and will select a limited number of qualified applicants for interview.</p> <p>Criminal background check and fingerprinting will be required of the final candidate.</p> <p>Edison State College is proud to be a tobacco-free organization.</p> <p>All programs, activities and facilities of Edison State College are available to all on a non-discriminatory basis, without regard to race, sex, age, religion, national origin, disability, sexual orientation, marital or veteran's status. The college is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the College's Equity Officer at 239.489.9293.</p>
Advertising Requests (newspapers, professional journals, newsletters, etc):	Edison Online Professional Web Sites Inside Higher Ed Chronicle
Selection Committee: <i>Please list each selection committee member's name, title, sex and race. Please limit selection committee to 2-5 members.</i>	Kevin Coughlin, Chairperson, Dean Research, Effectiveness & Planning, M/W Dr. Eileen DeLuca, Dean College Prep, F/W Dr. Regina Miller, Professor, Education, F/B Crystal Revak, Planning & Assessment Analyst, F/W Amy Trogan, Professor, English, F/W George Manacheril, Professor, M/AP
Department	Institutional Research, Planning & Reports
Campus	Lee
Pay Rate	\$60,000.00 to negotiable
Pay Basis	Annual
Recommended Salary	

Job Open Date	12-08-2011
Job Close Date	Open Until Filled
Responsible Hiring Manager	
Position Number	F19704
Position Type	Administration
Position Status	Full-Time
New Position?	Yes
Work hours	Typically 8:30-4:30
Work days	Typically Mon - Fri
Replacement for:	
Termination Date	
Proposed Appointment - From Date:	02-01-2012
Proposed Appointment - To Date:	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you. Thank you for your interest in this position.
Application Types Accepted	Main Application
Required Applicant Documents	Resume Cover Letter Transcripts
Optional Applicant Documents	Other Document3 Other Document4 Other Document5

Template Level Questions

How did you hear about this opportunity?

ANSWER

No Response

Newspaper

Online Career Source

Other

This question is required.

If other, please specify:

SHORT TEXT

This question is required.

Enter any other name by which you have been known. If not applicable, please type "NA" in the box.

SHORT TEXT
This question is required.
Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?
ANSWER
No Response
Yes
No
This question is required.
If yes, you must give complete details for each charge, including Date(s), Location, Nature of Charge(s), and Disposition(s). If no, please answer "NA"
LONG TEXT
This question is required.

Posting Specific Questions

Do you have full-time teaching experience at the post-secondary level.
ANSWER
No Response
Yes
No
This question is required.
Do you have a earned Master's degree from a regionally accredited institution of higher education in higher education administration, educational research, measurement, or program evaluation?
ANSWER
No Response
Yes
No
This question is required.
Please acknowledge, in order to receive full consideration you MUST attach to your completed application, a cover letter, resume and transcripts for your earned Master's degree.
ANSWER
No Response
I acknowledge
I cannot acknowledge
This question is required.

Points

Maximum Points Possible: 0

Template Level Questions

How did you hear about this opportunity?		
ANSWER	DISQUALIFYING	SCORE
No Response		0
Newspaper		0
Online Career Source		0

Other		0

0 %

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Posting Specific Questions

Do you have full-time teaching experience at the post-secondary level.

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Do you have a earned Master's degree from a regionally accredited institution of higher education in higher education administration, educational research, measurement, or program evaluation?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Please acknowledge, in order to receive full consideration you MUST attach to your completed application, a cover letter, resume and transcripts for your earned Master's degree.

ANSWER	DISQUALIFYING	SCORE
No Response		0
I acknowledge		0
I cannot acknowledge		0

0 %

Guest User

User Name :	GU57285
Password : Between 6 and 20 Characters	assessment

Notes / History

12-06-2011 12:22 PM	Rodolfo Moreira
Saved	
12-06-2011 12:24 PM	Rodolfo Moreira

<i>Saved</i>	
12-06-2011 12:25 PM	Rodolfo Moreira
<i>Saved</i>	
12-06-2011 2:45 PM	Bonnie Etheridge
<i>Save</i>	
12-07-2011 2:59 PM	Rodolfo Moreira
<i>Save</i>	
12-07-2011 3:10 PM	Rodolfo Moreira
<i>Save</i>	
12-07-2011 3:10 PM	Rodolfo Moreira
<i>Save</i>	
12-08-2011 11:25 AM	Bonnie Etheridge
NOTE: Class Comp checked 12-9-11	
12-08-2011 11:26 AM	Bonnie Etheridge
<i>Returned to HR Recruit to Post</i>	
12-08-2011 3:08 PM	Jana Sabo
<i>Save</i>	
12-08-2011 3:11 PM	Jana Sabo
<i>Save</i>	
12-08-2011 3:12 PM	Jana Sabo
<i>Posted</i>	
12-14-2011 4:30 PM	Rodolfo Moreira
<i>Save</i>	
01-09-2012 3:40 PM	Rodolfo Moreira
<i>Save</i>	
01-27-2012 12:06 PM	Rodolfo Moreira
<i>Save</i>	
01-27-2012 12:06 PM	Rodolfo Moreira
<i>Save</i>	