

Job Title: Assessment and Evaluation Specialist

Job Classification: non-exempt, University level

Closing Date: Open until filled

Reporting Responsibility: Reports directly to Vice President for Institutional Research, Quality, and Assessment

Position: Part time

Description

This position focuses on 1) Assessment and evaluation of various methods of instruction (on-ground in-person, low-residency on-ground, on-line, and hybrid; 2) Collect data and provide feedback to inform faculty development; 3) Assist in accreditation related activities (subchange or any self-study) including writing, data visualization, and supporting on-going accreditation related activities; 4) Assisting development of an academic dash board (data visualization) for Offices of the Dean, VP of Academic Affairs and the President.

Job Responsibilities

Under the direction of the Vice President for Institutional Research, Quality, and Assessment, this position is responsible for assisting in the continuation of a robust institutional assessment and evaluation process that complements the institutional research efforts of the university.

- 1) Draft substantive change reports to address the delivery of on-ground (in-person), hybrid, and distance education instruction and student services to meet the needs of students, faculty, and staff.
- 2) Support the compilation of substantive change reports, midterm reports, reaffirmation of accreditation reports, etc. (e.g., reviewing and drafting documents, ensuring strong evidence, providing support for accreditation visits) for the maintenance of regional accreditation by working collaboratively with university constituents.
- 3) Assist and serve on accreditation steering committee to provide ongoing accreditation support.
- 4) Provide support for assessment efforts in student learning outcomes and programmatic evaluation (e.g., program review). Such assessments may include collecting and presenting usage, experience, and outcome data for evaluation to inform recommendation and decision making.
- 5) Work with various reporting areas in the university and colleges to ensure strategic plans, program reviews, and other assessment processes align with the quality needs and expectations of regional accreditation.
- 6) Ensure outcomes and evaluation rubrics in various areas of the university, including institutional service areas (e.g., operations, human resources, business service office, admissions, etc.), and academic areas (e.g., student affairs, student assessment) are updated, relevant, and reflective of general functions of the university and colleges.

- 7) Ensure ongoing meaning, quality, and integrity of degrees (MQID) by actively supporting the assessment and evaluation systems at the institution and college levels through continuous improvement practices (e.g., ensuring student service learning and opportunities build students' knowledge, skills, values, and attitudes in meaningful ways; ensuring student learning outcomes at all levels provide effective and holistic measures of degree quality; generate appropriate data points for college-level leadership to ensure students are meeting key milestones for achievement, etc.)
- 8) Assist institutional research efforts through data visualization for evidence-based decision making.
- 9) Facilitating or participate in certain Subchange or re/accreditation application/self-study faculty activities and meetings, e.g.
 - a) Admission Committee on how to develop criteria to ascertain "the ability to succeed" in distance education,
 - b) Curriculum Committees on the method of instruction declared in the syllabus that would ensure teaching effectiveness,
 - c) Academic Committee on assessment and evaluation of student learning to demonstrate student engagement and the vigor of the program,
 - d) Student Services Committee on maintaining sufficiency in academic and career advising, financial aid services,
 - e) Mental health counseling services, de-identified reporting on services.
 - f) Informatic Technology and learning resources support for 24/7 technical support,
 - g) University Office of Research and Department Chairs on maintaining a scholarly culture,
 - h) Faculty Senate on defining the criteria and evidence of timely interaction and learning activities.
- 10) Complete other duties and functions as assigned

Qualifications and Requirements

- Minimum five years of experience in higher education
- Possess strong written and verbal communication skills
- Demonstrate strong analytical and critical thinking skills
- Experience with Western Association of Schools and Colleges accreditation
- Experience with institutional research, assessment, and evaluation.
- Working experience in analytic software(s), e.g. Tablou, Power BI, Look, etc.

Education Requirement

- Master's degree

Salary: Hourly range \$52 to \$55 per hour.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae, at least three references, and a cover letter articulating how their knowledge, skills, and experiences have prepared them for this position at California Northstate University.

California Northstate University is an **Equal Opportunity and Affirmative Action Employer**. All qualified candidates are encouraged to apply.

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.