



## Director of Assessment and Evaluation

<b>Job Title</b>	Director of Assessment and Evaluation
<b>Supervisor</b>	Dean, College of Medicine
<b>Employment Type</b>	1.0 FTE, full time, exempt - renewable non-tenure position
<b>Salary Range</b>	\$100,000 - \$120,000
<b>Location</b>	Elk Grove, CA – in person
<b>Labor Allocation</b>	Administration

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### **Position Summary**

Reporting to the Dean, College of Medicine, the Director of Assessment and Evaluation is a pivotal role overseeing and enhancing COM's assessment and evaluation strategies to ensure the continuous improvement of educational programs and outcomes.

This position is responsible for designing and implementing rigorous assessment methodologies across all levels of medical education, from undergraduate to postgraduate programs. Working closely with faculty, administrators, and stakeholders, the Director of Assessment and Evaluation analyzes data to identify trends and areas for improvement and disseminates findings to relevant stakeholders.

### **Essential Functions**

- Oversee and design assessment plans, experimentation strategies to support COM's academic improvement.
- Analyze assessment data from a variety of sources and develop assessment reports that include recommendations for improvement of the academic program.
- Plans for and assists in the direct and indirect assessment of student learning outcomes and develops measurement instruments to analyze student performance.
- Support departments in maintaining high standards in academics and teaching processes.
- Directly manage the development and assessment of various programs; support the management of the academic curriculum, academic strategy, and other academic affairs matters.
- Collaborates with departments to collect assessment data.
- Analyzes assessment data using appropriate research methods and applicable software applications.

- Develops survey instruments and analyzes survey results.
- Serve as Chief Proctor; arrange and proctor exams.
- Collaborates with departments to support institutional effectiveness reporting requirements.
- Prepares reports summarizing analysis of assessment data.
- Provides instruction, training, and technical guidance to faculty and staff in the area of assessment/measurement development and implementation.
- Plans for and leads the program review process and provides timely reports on program evaluation practices, regulatory compliance developments, student diversity, accreditation requirements, program-specific standards, and other performance benchmarks.
- As needed, conducts quantitative and qualitative academic research that supports COM's curricular fidelity.
- Develops College Annual Report for Assessment & Evaluation.
- Ensures that meaningful indicators of effectiveness for COM's academic programs are clearly identified and leads the coordination of relevant assessment activities.
- Provides executive oversight of data collection and analysis activities and supervises the assessment and evaluation team.
- Assists the academic units in optimizing the use of outcomes for continuous improvement of COM's program offerings.
- Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Support the mission and vision of the College, University, and the Dean.
- Foster an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching.
- Maintain the integrity of assigned academic programs.
- Other duties as assigned by the Dean, Assistant Dean of Medical Education and the VP of IR and Assessment.
- Ensure regular and predictable attendance.
- Other duties as assigned.

### **Minimum Qualifications**

<b>Education</b>	Required:	Master's degree in Education or related field.
	Preferred:	PhD in Education or related field.
<b>Experience</b>	Required:	Extensive experience in assessment and data analysis, preferably in medical education or higher education. Experience in collecting, inputting, analyzing, utilizing, and communicating electronic data for individual growth, assessment, program evaluation and accreditation.

## **Knowledge, Skills, Abilities**

- Ability to manage complex organizational tasks.
- Excellent business writing skills and attention to detail.
- Proficiency with Microsoft Office Suite.
- Exceptional interpersonal communication skills to successfully collaborate with a variety of constituents at all levels of the organization.
- The ability to speak and write clearly and concisely in English.
- Knowledge of executive office procedures, including accreditation and compliance.
- Knowledge of medical education practices and procedures.
- Ability to work independently and with little supervision.
- Ability to work in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders.
- Ability to receive and give constructive criticism, flexibility in understanding and perspectives of others.
- Commitment to fostering a positive and inclusive work culture.
- Ability to support diverse levels of ability, socioeconomic, and multicultural environment.

## **Supervisory Responsibilities**

None

## **Contacts**

Students, parents, alumni, general public, faculty, staff.

## **Physical Demands**

This position performs work at a computer, potentially for extended periods of time. This role requires the ability to move/manipulate supplies and equipment of various weights (up to 25lbs). This position may involve prolonged periods of standing, and some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard as well as to prepare documents and reports, and possess visual acuity to read, write, and view a computer monitor.

## **Working Environment**

Office/school/university environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

## **Equal Opportunity Employer Statement**

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.