



Director of Assessment and Data Management California Northstate University | College of Medicine

Title: Director of Assessment and Data Management
Classification: Administrative Staff
Supervisor: Associate Dean of Medical Education
Education Required: Master's Degree; MBA
Salary: \$80,000 /Year
Experience: Extensive experience in assessment, medical curriculum 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.

Obligations of the Director of Assessment and Evaluation:

The information provided below is a general description of the Director of Assessment's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities:

1. Oversee and design assessment plans, experimentation strategies to support COM's academic improvement.
2. Analyze assessment data from a variety of sources and develop assessment reports that include recommendations for improvement of the academic program.
3. Plans for and assists in the direct and indirect assessment of student learning outcomes and develops measurement instruments to analyze student performance.
4. Support departments in maintaining high standards in academics and teaching processes.
5. Directly manage the development and assessment of various programs; support the management of the academic curriculum, academic strategy, and other academic affairs matters.
6. Collaborates with departments to collect assessment data.
7. Analyzes assessment data using appropriate research methods and applicable software applications.
8. Develops survey instruments and analyzes survey results.
9. Serve as Chief Proctor; arrange and proctor exams.
10. Collaborates with departments to support institutional effectiveness reporting requirements.
11. Prepares reports summarizing analysis of assessment data.
12. Provides instruction, training, and technical guidance to faculty and staff in area of assessment/measurement development and implementation.



13. 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.
14. As needed, conducts quantitative and qualitative academic research that supports COM's curricular fidelity.
15. Develops College Annual Report for Assessment & Evaluation
16. Ensures that meaningful indicators of effectiveness for COM's academic programs are clearly identified and leads the coordination of relevant assessment activities.
17. Provides executive oversight of data collection and analysis activities and supervises the assessment and evaluation team.
18. Assists the academic units in optimizing the use of outcomes for continuous improvement of COM's program offerings.
19. Work with Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the **WASC Senior College and University Commission (WSCUC)**, **California Bureau for Private Postsecondary Education (BPPE)**, and **Liaison Committee on Medical Education (LCME)**.
20. Collate Student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.
21. Support the mission and vision of the College, University, and the Dean.
22. Foster an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching.
23. Maintain the integrity of assigned academic programs.
24. Other duties as assigned by the Dean, Assistant Dean of Medical Education and the VP of IR and Assessment.

Qualities:

- Excellent communication skills and proven ability to work with competence, diligence, and effectiveness with individuals and collaborative teams, including internal and external stakeholders, including committee, agencies, schools, businesses, and the greater community
- Commitment to collegial and professional excellence
- Ability to receive and give constructive criticism, flexibility in understanding and perspectives of others
- Commitment to fostering a positive and inclusive work culture



- Demonstrated sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic environment.

Equal Opportunity Employer Statement

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements. Please email all documents to hr@cnsu.edu.