



Notice of Vacancy

Institutional Assessment Coordinator

CLASSIFICATION: Professional Staff
SALARY: \$25,000 - \$27,500
STARTING DATE: On or before September 16, 2019

Position Summary: The Institutional Assessment Coordinator reports to the Director of Assessment. Coordinator duties include but are not limited to: providing professional support to the Office of Institutional Research; supervising office staff; coordinating all Office of Assessment activities such as student testing services and university assessment initiatives.

Responsibilities: Proctor student testing and other assessments and evaluations, such as: Accuplacer, National ACT, Residual ACT, CLEP and DSST.

Coordinate with faculty and staff to implement course evaluations

Act as project manager for all Office of Assessment research initiatives

Manage, maintain, and update any assessment data files in the care of the Office of Assessment

Assist with analysis, evaluation, and reporting of assessment research activities

Research university assessment literature and best practices and offer appropriate recommendations to key university staff

Supervise Office of Assessment staff

Other duties as assigned

Qualifications: Bachelor's degree required, with preference given to social sciences degrees. Demonstrable experience with MS Office software including MS Word, MS Excel and MS PowerPoint. Applicants should demonstrate strong verbal and written communication skills, as well as well-developed interpersonal skills, individual initiative, ability to learn. Previous experience with university assessment and survey development/deployment is preferred.

To Apply: Submit letter of application, detailed resume, completed University application form, and transcripts to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin September 6, 2019, and continue until position is filled. Applicants should be prepared to submit work samples prior to any interviews including a writing sample and analysis of an MS Excel data file.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

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