

JOB INFORMATION

Effective Date	10/11/2021
Job Code:	3522
Job Title:	Assessment Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	Work closely with faculty to provide assistance in student learning outcomes assessment to meet discipline specific accrediting bodies requirements; implement core curriculum assessments and university-level outcomes assessments; analyze results and report findings. Work closely with institutional research staff to assist director to gather benchmark data to assess university progress in meeting strategic goals; design, implement, collect, and interpret survey data to improve learning and services.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in social science, statistics, educational psychology, or related field	Required	
Doctoral Degree	in social science, statistics, educational psychology, or related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience in outcomes assessment in curricular or co-curricular programs, program review, or accreditation. Proficiency in SPSS	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Self-starter with the ability to handle interruptions and meet deadlines.	Skilled
• Strong organizational skills with the ability to prioritize tasks.	Skilled
• Must have clear, precise and effective oral and written communication skills.	Skilled
• Proficient computer and file maintenance skills.	Proficient
• Detail-oriented skills with the ability to work under pressure.	Skilled
• Excellent interpersonal skills.	Skilled
• Ability to maintain confidentiality and work with minimal supervision.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Conduct core curriculum assessments; analyze and report results	15%
• Conduct university-wide outcomes assessment; analyze and report results	15%
• Design surveys; analyze, interpret, and report findings	20%
• Conduct qualitative studies (e.g., focus group study) for faculty and staff to gather assessment information	5%
• Assist Executive Director to gather benchmark information to assess university progress in achieving strategic goals	20%
• Assist faculty to organize and gather assessment information to meet accreditation requirements	15%
• Other duties (e.g., IR reporting) as assigned	10%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description