

JOB INFORMATION

Effective Date	10/11/2021
Job Code:	3524
Job Title:	Assessment Coordinator II
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Assessment Coordinator II assists the Executive Director of Planning and Assessment in managing the development and implementation of a comprehensive program of assessment and program review for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. Will work with committees of faculty, staff, and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels as well as the operational and administrative assessment of program outcomes throughout the university. Provides ongoing support for assessment activities, assist with the analysis of assessment methods and results, and report such results to both internal and external stakeholders. Manages the collection, evaluation, and dissemination of all data and report from academic, support, and administrative units in order to develop action plans and state and institutional program reviews for continuous improvement.

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 Education, Education Psychology, Social Sciences or related field required	Required	
Doctoral Degree	in Education, Education Psychology, Social Sciences or a related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of related work experience	Required	

Licenses and Certifications

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

KSAs	Proficiency
• Demonstrated knowledge of assessment strategies and best practices.	Proficient
• Experienced in assessing general education programs.	Skilled
• Excellent oral and written communication skills and judgment.	Skilled
• Ability to work independently and in a team environment.	Skilled
• Demonstrated ability to communicate ideas and work results effectively to a wide audience.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Work with faculty and staff in academic programs and administrative support units to develop, maintain, and conduct effective assessment activities resulting in continuous quality improvement.	25%
• Assist faculty and staff as needed to review and refine student learning outcomes and program outcomes, and ensure that all course syllabi and relevant initiatives have measurable outcomes.	25%
• Manage efforts related to general education assessment ensuring the collection and analysis of all data necessary for internal use and external accreditations.	25%
• Develop training, documentation, and communications to support assessment and accreditation efforts.	15%
• Support program review activities as needed by the Executive Director of Planning and Assessment.	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	
Lifting		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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