

NOTICE OF VACANCY

POSITION TITLE: Institutional Assessment Coordinator

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see <https://usao.edu/>.

SALARY: \$27,000 - \$30,000

REPORTS TO: Vice President of Academic Affairs

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: ASAP

SUPERVISORY DUTIES: N/A

POSITION SUMMARY:

The Institutional Assessment Coordinator reports to the Vice President for Academic Affairs. 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
- 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
- Accommodated testing.
- ACT point of contact.
- Other duties as assigned.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree required, with preference given to social sciences degrees.

SKILLS & ABILITIES:

- Demonstrable experience with MS Office software including MS Word, MS Excel and course evaluation and survey software.
- 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:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

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.