

Senior Assessment Associate Appalachian State University

The Office of Institutional Research Assessment and Planning at Appalachian State University seeks applications for a Senior Assessment Associate.

This position serves as an assessment consultant for academic programs and educational support and administrative units across the University. This position works with the Associate Director of Institutional Effectiveness to support institutional effectiveness efforts across campus, including annual assessment reporting and periodic comprehensive reviews.

Essential Duties and Responsibilities

- Promote a culture of evidence-based decision making
- Consult with academic departments and programs on their student learning outcomes and their annual assessment efforts
- Consult with administrative and educational support units regarding their annual assessment efforts
- Help maintain the calendar for and advise units involved with periodic comprehensive review
- Work closely with the Associate Director of Institutional Effectiveness and the University Academic Assessment Council in developing and regularly reviewing guidelines for institutional effectiveness
- Maintain the University's software for accreditation reports, periodic comprehensive reviews, and assessment plans and reports
- Assist with institution-level survey administration and data analysis as needed
- Update the Institutional Effectiveness section of the Institutional Research, Assessment and Planning website
- Other duties as assigned by the Associate Director of Institutional Effectiveness

Minimum Qualifications

- Master's Degree in higher education, public administration, social science, statistics, or related field of study
- Experience with assessment/program evaluation/institutional effectiveness
- Knowledge of the process and practice of learning outcomes assessment in higher education
- Expertise with qualitative and quantitative methods of research and analysis
- Proficient in a statistical analysis application like SPSS or SAS
- Excellent communication and presentation skills
- Exceptional interpersonal skills and the ability to interact effectively with faculty, students, staff, and administrators

Preferred Qualifications

- Doctorate degree and quantitative research background
- Relevant experience in a higher education institution with experience related to assessment/ institutional effectiveness
- Experience with Xitrac or another assessment and accreditation system

Applicant Review

For best consideration, applications should be received by close of business on January 18, 2018.

How to Apply

A complete application will include a letter describing relevant experiences and interest in the position and a current resume or curriculum vitae. It is requested that the application package include the names of 3-5 references with titles, institutions, and contact information. References will not be contacted until the candidate provides approval. These materials should be submitted to the ASU application portal at:

<https://appstate.peopleadmin.com/postings/17346>

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

In support of its commitment to inclusive excellence through diversity and equity, the University strongly encourages applications from women, minorities, individuals with disabilities, veterans and members of other underrepresented groups.

Individuals with disabilities desiring accommodations in the application process should contact the search committee chair (Tina Hogan at hogantm@appstate.edu).

Proper documentation of identity and employability will be required before the hiring process can be finalized. Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory criminal background report.

About Appalachian State University

Appalachian State University, located in Boone, North Carolina's Blue Ridge Mountains, prepares students to lead purposeful lives as engaged global citizens who understand their responsibilities in creating a sustainable future for all. Appalachian enrolls about 18,000 students, has a low faculty-to-student ratio and offers more than 150 undergraduate and graduate majors. It is one of 16 universities in the University of North Carolina system.