



HLC Accreditation Evidence

Title: Coordinator of Assessment of Student Learning

Office of Origin: Vice President of Instruction - Assessment of Student Learning

Barton County Community College

Job Description

*Position Title: Coordinator of Assessment of Student Learning	Prepared On: 04/30/2015
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Department: Instruction and Student Services	*Grade: N/A
Reports to: Vice President of Instruction and Student Services	*Classification: Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 07/01/2015
Approved by: AMH	Revised Date:

Role: Coordinator of Assessment of Student Learning establishes plans to address the "GAPs" assessing student learning. Coordinates assessment training for faculty. Apply data and statistical analysis to resolve assessment related issues. Create, maintain and develop processes as needed to support college assessment of student learning framework. Research and recommend software solutions as deemed necessary. Assist assessment course coordinators in applying assessment of student learning framework. Coordinate the collection and dissemination of data relating to assessment of student learning. Serve as a resource on current assessment trends.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
50	Using standardized data analysis research the "GAPs" in assessment of student learning.	(E) Essential
25	Create processes and procedures necessary to support assessment of student learning.	(E) Essential
15	Research and recommend software solutions.	(E) Essential
5	Advises web site designers on correct display of data and information.	(E) Essential
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5	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

1.	Work directly with users from all departments in determining instructional/institutional needs.
2.	Knowledge of software used to manipulate, summarize, and produce reports from multiple, large, complex data sets.
3.	Ability to analyze statistical data and generate reports.
4.	Ability to effectively communicate with all levels of personnel and work in a team environment, without close supervision.
5.	Broad knowledge of applications related to data analysis.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	A high school education or GED.
*Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Physical Safety/Working Environment:

*Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory

	<ul style="list-style-type: none"><input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.