



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assessment Coordinator
<b>POSITION NO.</b>	502424
<b>LOCATION</b>	Knight
<b>REPORTS TO</b>	Director of Academic Program Review and Accreditation
<b>GRADE</b>	BOE 11
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	

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**JOB SUMMARY:**

Reporting to the Director of Academic Program Review and Accreditation, the Assessment Coordinator supports the Division of Academic Affairs in the continued development and maintenance of a comprehensive outcomes assessment program designed to document college-wide engagement in a continuous improvement cycle in support of the college mission, Academic Master Plan, and accreditation requirements.

The Assessment Coordinator will support the execution of campus-wide reporting on assessment including systems for collecting, analyzing, and reporting data related to student learning and program reporting performance to ensure alignment with institutional goals. They will enhance the college's culture of assessment by engaging faculty and administration through consultation, training and educational resources, to advance an effective and meaningful college-wide assessment process.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

**Academic Assessment:**

- Participate in assessment activities across the college to promote a data-informed approach to academic program assessment.
- Support the dissemination of assessment reports and feedback to appropriate administrative units and academic programs.
- Support the collection, analysis, monitoring, and reporting of assessment data, planning, implementation in adherence of assessment policy.
- Collaborate with colleagues in Academic Affairs to enhance teaching and learning initiatives. Collaborate on assessment research, grant initiatives, publications and projects across the institution to build evaluation capacity.
- Maintain the internal and external web sites for academic assessment.

**Assessment Data Analysis:**

- Coordinate the design and implementation of assessment projects using a variety of methodologies (i.e., surveys, focus groups, interviews, observations, statistical analysis), the collection and analysis of quantitative and qualitative data, and the creation of reports that include analysis, results, and recommendations.
- Manage an electronic database to document assessment processes and continuous improvement efforts and planning.
- Collaborate with Institutional Effectiveness to collect other measures of student success on behalf of assessment activities.
- Respond to requests for data and analysis from internal and external constituencies.

**Faculty Support:**

- Design and develop professional training and teaching tools on assessment methods, data collection, analysis, and technologies.
- Provide training workshops and consultation on assessment tools and techniques to support evidence-based decisions for academic programs and institutional use.
- Participate on relevant College Committees.

**Academic Program Review and Accreditation Support:**

- Assist the Director of Academic Program Review and Accreditation on accreditation activities to ensure continued compliance with New England Commission of Higher Education standards; assist departments and programs with specialized accreditation reports as needed.
- Provide data to support Academic Program Review and accreditation reports.
- Provide support to departments engaged in the Academic Program Review process.
- Provide operational support for accreditation site visits as needed.
- Other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree
- Two (2) years of professional experience.
- Ability to thrive in a dynamic environment requiring flexibility, adaptability, creativity, and teamwork.

**PREFERRED QUALIFICATIONS:**

- Demonstrated familiarity with regional accreditation standards.
- Demonstrated experience with quantitative and qualitative data software analytic programs.
- Demonstrated experience with learning outcomes assessment or program evaluation
- Strong written and verbal communication skills, particularly in facilitating and presenting information
- Strong interpersonal skills, including demonstrated experience in building relationships, working collaboratively with a variety of stakeholders, and forming and sustaining effective partnerships.
- Evidence of ability to work independently as well as collaboratively in a team-based environment.
- Excellent project management skills.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.