

Assessment Specialist (Academic Programs)

Below are the *Summary of Duties* and more detailed *Job Duties* for ACE's Assessment Specialist position.

Please see Washington State University's posting R-8234 for other information about this position. https://wsu.wd5.myworkdayjobs.com/en-US/WSU_Jobs/job/RemoteHybrid-Work-Options-Available/Assessment-Specialist--Academic-Programs- R-8234

Employee Type	AP-Administrative Professional
University Title	Learning Design Consultant
Title Code	1145
Working Title	Assessment Specialist (Academic Programs)

Position Details

Summary of Duties	The Assessment Specialist position is responsible for collaborating with undergraduate academic programs and general education to design and implement effective and sustainable assessment of student learning for ongoing improvement. The duties of this position include consulting with faculty, administration, and staff to plan, conduct, and use assessment, and build capacity over time; designing assessment tools and measures; developing resources on good practices in assessment and curriculum mapping; facilitating assessment activities, workshops, and meetings; analyzing, interpreting, and reporting assessment data. The position involves communicating effectively with a variety of audiences and building productive partnerships at all levels of the university. In addition, this position supports institution-wide annual undergraduate assessment reporting for use at multiple levels of the university and to contribute to WSU's regional accreditation under the Northwest Commission on Colleges and Universities.
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Job Duties

Essential Duty	Yes
Percent of Time	65
Job Function	Program Assessment and Capacity Building
Duties Performed	Consult with academic units and general education to plan, design and implement program-level assessment activities, data analysis, and use of results in ways that are meaningful, manageable, and sustainable. Assist undergraduate programs in obtaining direct and indirect measures of student learning; help programs optimize assessment tools and methods. Collaborate with faculty from a range of disciplines to guide sound collection and analysis of data (quantitative, qualitative, and mixed

methods) and to communicate and interpret results. Provide constructive feedback to help partners refine assessment practices and build capacity. Facilitate discussions and help frame issues with a focus on student learning and effective curriculum. Manage multiple projects simultaneously, meeting deadlines, building relationships, and problem-solving with partners.

Essential Duty Yes

Percent of Time 10

Job Function Learning Design

Duties Performed Develop good practice resources, guides, and instruments to support WSU undergraduate programs conducting learning outcomes assessment. Develop and conduct workshops on assessment of student learning or assignment design. Help faculty better understand and use assessment, including use of program and institutional data, to inform decisions about curriculum and instruction.

Essential Duty Yes

Percent of Time 15

Job Function University Accreditation and Assessment Reporting

Duties Performed Contribute as ACE manages undergraduate program assessment, infrastructure, and reporting to meet university needs and accreditation requirements for the Northwest Commission on Colleges and Universities (NWCCU), including annual program assessment reporting. Contribute to summaries for the university, colleges, and campuses which support decision-making, strategic planning, and student learning. Coordinate with faculty, administration, and undergraduate academic programs to meet university accreditation requirements, with sustainable assessment systems.

Essential Duty Yes

Percent of Time 5

Job Function Professional Development

Duties Performed Build own capacity and the capacity of the unit by keeping abreast of current research, national discussions, and good practices in student learning outcomes assessment for assessment practitioners. Participate in professional development opportunities as determined in conjunction with the Director as part of a professional development plan.

Essential Duty	Yes
Percent of Time	5
Job Function	Other Duties
Duties Performed	Other duties as assigned by the Director

Position Qualifications

Required Qualifications A Master’s degree and two (2) years of professional experience that has included designing and facilitating learning opportunities for diverse groups, educational assessment, maintaining learning environments and communities (may or may not be technology enhanced), and best practices in teaching and learning.

Additional Requirements

- Experience with learning outcomes assessment in a higher education setting.
- Experience planning and conducting individual and group training and/or consultation sessions in higher education setting.
- Experience with quantitative or qualitative data collection and/or analysis.
- Demonstrated strong proficiency with Microsoft Office software, including Word, Excel, and PowerPoint.
- Demonstrated strong written and oral communication skills.
- Experience planning, tracking, and completing multiple projects simultaneously.

Preferred Qualifications A successful candidate will bring a combination of some of the preferred qualifications:

- Master’s degree or PhD in curriculum and instruction, assessment, program evaluation, educational psychology, or related field.
- Four years’ experience with learning outcomes assessment, including knowledge of a range of quantitative and qualitative data tools and methodologies.
- Experience facilitating assessment workshops, focus groups, norming sessions, and meetings in a higher education setting, in person and remotely.
- Experience designing data collection tools (such as rubrics, surveys or focus groups) and methods for formative or summative assessment.
- Proficient with assessment software, survey software (such as Qualtrics), or learning management system assessment tools (such as Canvas).
- Demonstrated ability to build effective working relationships and communicate with faculty members, staff, and leadership, and to work effectively with diverse stakeholders.
- Knowledge of curriculum design and assessment theory and practice.
- Understanding of the academic culture of a research university.
- Experience teaching in a higher education setting, or in instructional design or faculty development.
- Experience with institutional accreditation, such as the Northwest Commission on Colleges and Universities (NWCCU) or similar accrediting agency.

Essential Work Competencies

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

Knowledge, Skills, Abilities or Competencies

Knowledge of principles, methodologies, issues in assessment of teaching and learning, and current practices in program assessment. Knowledge of requirements for institutional accreditation, such as the Northwest Commission on Colleges and Universities (NWCCU) or similar accrediting agency. Ability to interact effectively with faculty, administration, students, staff and colleagues. Ability to work and communicate with diverse groups, including internal and external stakeholders. Ability to collect, analyze and interpret quantitative and qualitative data. Skills in designing, facilitating, and assessing workshops and trainings for faculty, staff, and/or administration. Ability to handle multiple assignments simultaneously; manage projects alone or with others, and complete tasks under deadlines. Demonstrated strong written, oral, and visual communication skills. Proficiency with Microsoft software, including the ability to use office software, spreadsheets, word processing. Commitment to diversity—an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

Mental Requirements

Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives. Ability to remain poised under challenging circumstances and to interact effectively with people in a positive manner. Ability to deal simultaneously with several issues and situations. Ability to comprehend complex problems and reach effective and reasonable conclusions. Ability to use mental skills to recall, analyze, and organize information, to accurately track details and to make complex decisions. Ability to comprehend and explain complex problems to promote effective team collaboration.