CLARK ATLANTA UNIVERSITY
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Academic Assessment and Accreditation Program Evaluation Coordinator</th>
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<tr>
<td>Department:</td>
<td>Office of Planning, Assessment and Institutional Research</td>
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<td>Reports To:</td>
<td>Office of Assessment/Exec. Dir. for Planning, Assessment and Institutional Research</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**General Function (Description):**

The Academic Assessment and Accreditation Program Evaluation Coordinator performs a variety of duties related to institutional effectiveness, assessment and accreditation activities in support of continuous improvement and enhancement of institutional performance and student learning outcomes. The coordinator works with academic and nonacademic leadership, departments and programs to assure the assessment requirements of the university are met by assisting faculty and staff to plan, schedule, and coordinate academic and administrative educational support units in preparation for periodic program reviews and self-studies. The coordinator also assists administrative offices with their annual assessment plans, implementation and use of assessment data from central sources, including college-wide surveys to improve student learning and educational quality. The individual serves on a variety of university committees, including the University Effectiveness Committee to develop a culture of assessment at CAU. Working under the direct supervision of the Director of Assessment and general supervision of the AVP for Planning, Assessment and Institutional Research, the individual serves on matters related to institutional effectiveness and accreditation.

**Minimum Qualifications:**

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<th>Education</th>
<th>Bachelors degree in a complementary field</th>
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<td>Years of Experience</td>
<td>Three to five years of experience in an administrative role</td>
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<td>Years of Management/Supervisor Experience</td>
<td>NA</td>
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**Examples of Duties and Responsibilities:**

- Develop and maintain a system of documentation of the institutional effectiveness system and accreditation activities and processes: Coordinate and track all needed actions related to assessment plans for accreditation; monitor the implementation of all program self-studies and accreditation related standards; interfaces with offices and department for implementation of priorities and activities related to program reviews and evaluation; provide assistance in the design and implementation of evidence-based program evaluation documentation; follow-up on tasks and projects related to program evaluation and accreditation
- Work with faculty and administrators to enhance the integration and consistency to document effective assessment processes at the university: Support academic programs and educational/administrative support units in conducting assessment, i.e. planning, implementation, data analysis and reporting; develop resource materials and presentations to assist faculty/staff to improve their program assessment practices and maximize the use of evaluation results
- Conduct university document content analysis for consistency, accuracy and updates: Develop procedures to ensure compliance of regulations related to storage of evidence documents, student work and related assessments; create, manage and organize online document/evidence workroom; work with university Webmaster to update and maintain current Website content information
**Knowledge, Skills and Abilities:**

To perform this job successfully, an individual should have thorough knowledge, skills and ability of the following:

### Technological and Computer Skills:
- Proficient in Microsoft Office applications: Word, Excel, PowerPoint, SharePoint, Visio
- Experience in using assessment data analytic software, specifically TracDat Evaluation System
- Experience with web technology
- Ability to use electronic office equipments

### Mathematical Skills and Reasoning Ability:
- Ability to interpret mathematical data and construct reports
- Knowledge of quantitative and qualitative research and assessment methods
- Knowledge of student learning and program outcomes evaluation
- Knowledge of regional and professional program accreditation standards
- Experience with evidence document resource management, filing and tracking systems
- Ability to interpret academic and administrative policies and procedures
- Ability to grasp and implement instructions

### Communications and Managerial Skills:
- Strong interpersonal, oral and written communications and presentation skills
- Ability to interact effectively with individuals at different levels
- Experience with group facilitation, working in a team environment and working collaboratively with faculty and staff
- Demonstrated office records management and organizational skills
- Ability to organize and prioritize multiple tasks, and produce reports under strict guidelines
- Ability to handle myriad of responsibilities and task-oriented projects and details simultaneously
- Ability to work independently

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