

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2020**

**ASSESSMENT COORDINATOR**

**FLSA STATUS: EXEMPT – PAY GRADE: 18 - P**

**JOB FAMILY: ORGANIZATIONAL PLANNING                      JOB FUNCTION: INSTITUTIONAL  
EFFECTIVENESS AND ADVANCEMENT**

**GENERAL STATEMENT OF JOB**

This position supports the College's planning for assessment and oversees the use of assessment management systems. The employee in this position designs and facilitates training and provides technical assistance

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Work collaboratively with faculty and staff in the development, reporting, and analysis of outcomes assessment activities in order to improve/enhance student learning and College operations.

Assist with planning and hosting College workshops, seminars and events related to assessment.

Develop and communicate outcomes assessment timelines, templates, examples, and resources for academic programs and non-academic units, reporting any findings and analysis to leadership.

Review the approved curriculum proposals to identify if the course list should be updated in the curriculum mapping section of the assessment management system. Modify the list based upon curriculum changes, program approvals, program inactivation, and organizational changes.

Lead academic outcomes assessment review committee to evaluate the quality of work Collegewide.

Lead special projects including those related to Collegewide Nexus projects/initiatives and enhanced effectiveness between Institutional Effectiveness, Curriculum Services, Registrar, Financial Aid and other stakeholders.

Support development, implementation and evaluation of the Strategic Plan as it relates to assessments.

Oversee and manage the College's use of assessment management systems, serving as system trainer and technical support personnel.

Work collaboratively with department colleagues, the College's Webmaster, and IT to enhance and maintain the department website and any SharePoint sites.

Demonstrate proactive, collaborative and active engagement with members of the department and other College employees. Assisting the department with routine and special department projects, including research, data compilation and report preparation.

Perform other duties as assigned.

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### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervisor.

### **MINIMUM QUALIFICATIONS**

Requires a bachelor's degree from an accredited institution, supplemented by two (2) years of related experience.

### **PREFERRED QUALIFICATIONS**

Master's degree from an accredited institution, supplemented by three (3) years of related experience, technical skills, and project management experience. Experience working in higher education with knowledge of assessment. Excellent public relations skills and strong written and verbal communications skills.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 05/2020