

April 8, 2010

UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA

Institutional Assessment Coordinator

CLASSIFICATION: Professional Staff

SALARY: Commensurate with qualifications and experience

STARTING DATE: On or before June 1, 2010

Position Summary: The Institutional Assessment Coordinator's duties will be to schedule, conduct, and report results of assessment activities, as well as other functions to support the chief academic officer, to whom this position reports.

Responsibilities: Scheduling required campus testing including identification of students to be tested, notification to students of testing, the purchase of materials, reservation of test site, designating staff to assist in test administration, training of staff, overall supervision of test, analysis of test results and briefing of results to appropriate administration and faculty.

Maintaining data bases required by the Teacher Education Assessment System; compiling associated reports; and providing data/results upon request of Teacher Education faculty.

Overseeing the end of course evaluation process and possibly overseeing a transition from paper to online evaluations.

Managing the entrance assessment programs, CLEP, and DSST programs on campus;

Managing the National ACT held on campus and providing residual ACT testing on a regularly scheduled basis.

Managing the senior graduation exit requirements data base, including notifying each department of their graduating seniors and requesting the exit completion data.

Qualifications: Extensive knowledge and experience with Excel including the creation of formulas. Knowledge and experience with Access is desired but not required. Candidate will require computer experience and an ability to communicate well. Successful candidate must demonstrate a high degree of individual initiative and high standards of personal and professional integrity.

Bachelor's degree required; master's preferred.

To Apply: Submit letter of application, detailed resume, completed University application form, transcripts and three letters of recommendation to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin April 30, 2010, and continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.