The Office of Assessment is dedicated to working ethically, fairly, collaboratively, and reflectively, while ensuring that the methods of assessment used by the school meet or exceed the standards and best practices of the academic assessment community.

The Office of Assessment is involved in the work of SOLES in the following ways:

Assessment of Learning Outcomes:
• Provide leadership and oversight of assessment activities for the purposes of program development and evaluation, accreditation, and institutional effectiveness.
• Leads accreditation activities including Academic Program Reviews and preparation/submission of required reports.
• Works with administration and faculty to develop policies and procedures.
• Fosters a “culture of assessment” by working with school constituencies, including but not limited to chairs and directors, faculty, and university officials such as the Office of Institutional Research and Planning.
• Ensures program assessment activities are properly designed, implemented, analyzed, and reported in a manner that is useful for curricular and program improvement.
• Analyze trends and outcomes, and provide information and analysis impacting students, budgets, strategic planning, policy formulation and enrollment management.

Data Collection, Storage and Reporting:
• Lead the collection and ongoing maintenance of an integrated assessment system for the School of Leadership and Education Sciences, ensuring accuracy of the data.
• Develop and maintain the data-tool for storing student demographic, assessment, and progress information, including development of additional web-based forms for data collection.
• Provide leadership and supervision of training and support in the use of a standardized data collection system. Oversee the accuracy and completeness of data collected by the system.
• Lead efforts to compile and submit data required for state and federal reporting as well as external surveys (for example, AACTE, PEDS, Title II, US News & World Report.)
• Lead the planning and coordination of all accreditation reporting (NCATE/CAEP, CTC, CACREP, COAMFTE, etc.).
• Serve on school and university committees as assigned to communicate/document assessment plans and guidelines. Interface with the institutional research and assessment offices.
• Research and analyze trends and outcomes for strategic purposes and make recommendations as appropriate.

Research: Supervise doctoral students and advise faculty on assessment research aimed at deepening understanding of institutional initiatives and making a contribution to generalizable knowledge.
The Doctoral Research Assistant reports to the Director of Assessment in the School of Leadership and Education Sciences and is responsible for providing assistance to the director in supporting administration and faculty in program evaluation and assessment of student learning, and preparing reports for internal use, accreditation purposes, and external agencies.

**JOB RESPONSIBILITIES**
- Participate in higher education assessment research and program evaluation.
- Design and update program-level assessment systems.
- Collaborate to design surveys and interview protocols for student and alumni research projects.
- Assist faculty in development of methods for collecting evidence of student learning within programs.
- Collect data through surveys, interviews and other means.
- Collaborate with Director of Assessment to analyze and interpret data.
- Prepare project reports for faculty, program directors, and Dean’s office.
- Disseminate findings of surveys and assessments (internally, and with possibilities for conference presentations and publication).

**QUALIFICATIONS**
- Strong analytical, organizational, planning, writing, and oral communication skills.
- Initiative, time management skills, and proven capability of following through and working independently.
- Ability to work collaboratively and cooperatively with chairs, program directors, faculty and students.
- Familiarity with Qualtrics survey software and/or TRACDAT assessment system a plus.

**PREFERENCES**
- Interest in higher education research, program evaluation, and assessment of student learning.
- Data management skills, including knowledge of Excel, Access, and SPSS, or ability to learn quickly.

**BACKGROUND CHECK**
Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized once the background investigation has been completed and the results accepted by the university.

**DATES OF EMPLOYMENT**
- 12 month appointment beginning August 24, 2015
- 20 hours per week

**COMPENSATION**
- $20,000 salary
- 15 units of tuition scholarship
- Subsidized health insurance
JOB APPLICATION REQUIREMENTS
Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_Assessment)
- letter of interest
- resume
- writing sample
- list of 3 professional or education references who can be contacted via phone.

TO APPLY
Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.

Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).