

- Generates assessment data and performs complex and specialized statistical work;
- Develops and maintains accurate assessment and student databases;
- Creates and provides assessment reports to appropriate parties;
- Assists with program-specific research requirements, including making recommendations and implementing solutions;
- Assists in the development, analysis, and assessment of Service Area Outcomes (SAO's) and Student Learning Outcomes (SLO's) for the purposes of continuous improvement and institutional effectiveness;
- Collects and analyzes student assessment data by semester and academic year, and engages in continuous improvement assessment activities to improve services to students.
- Serves on committees as assigned.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Associates degree required and at least two years of responsible program coordination experience.

Bachelor's degree preferred. Preferred program coordination experience would include assessment testing and evaluation, statistics, or data processing; advertising and promoting programs and activities; or interviewing and scheduling staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of postsecondary assessment testing, including methodologies for maximizing student preparation to ensure maximum performance.
- Statistical methods, assessment methods, and college assessment
- The development, analysis, and assessment of SAOs and SLOs

SKILLS AND ABILITY TO:

- Gather, analyze, and interpret statistical information relating to assessment procedures and results;
- Plan, coordinate, and conduct a variety of complex assessment activities;
- Develop and coordinate publicity for assessment activities;
- Format data;
- Maintain complex records;
- Prepare reports;

- Assist data processing staff in developing programs for assessment operations;
- Organize and provide programmatic coordination in assigned functional areas;
- Serve as the District's representative in meetings and functions related to assessment
- Learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports;
- Communicate effectively both orally and in writing;
- Give clear and concise instructions;
- Communicate with individuals for whom English is not a primary language; and
- Employ proper English usage, spelling, grammar, and punctuation
- Direct and coordinate the daily operation of the Assessment Center and appropriately interact with a diverse population to include students, staff, faculty, and the public;
- Learn and apply college and District policies and procedures pertaining to high quality student assessment services.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Office and testing lab environment, both on-campus and at other institutional locations; dexterity of hands and fingers to operate a computer keyboard, or the adaptive equivalent; sitting for extended periods of time.

LICENSES AND CERTIFICATIONS:

California Driver's License required.