AUBURN
Human Resources

Assessment Specialist
Job Description

JOB INFORMATION

Job Code	HC63
Job Description Title	Assessment Specialist
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/30/2015

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Assessment & Accreditation

JOB SUMMARY

Coordinates and manages the internal assessment feedback system for academic degree programs to provide learning improvement initiatives in support of Auburn University's continuing accreditation.

RESPONSIBILITIES

- Consults with academic degree program faculty members on all aspects of the assessment process, including student learning outcome development, outcome/curricular alignment, instrument development, data collection strategies, data management, data analysis, interpretation of statistical results, and using data to inform program improvement.
- Manages the internal assessment feedback system for academic degree programs, including communication with programs on their submission status, organizing and overseeing a weeklong peer-evaluation of assessment reports session, quality controlling quantitative and qualitative assessment feedback from this system, and disseminating individualized feedback reports.
- Designs and facilitates professional development events for faculty members regarding assessment (e.g., workshops on curriculum mapping, rubric development).
- Builds relationships with faculty members across campus to contribute to a culture of assessment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Social Sciences or Educational Research.	and	2 years of	Experience in statistics and research.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program assessment, higher education, intermediate statistics, measurement and research design.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.