

**Michigan Technological University  
Department of Cognitive and Learning Sciences  
College of Sciences and Arts  
Assessment Coordinator**

Applications are invited for the position of Assessment Coordinator. A Bachelor's degree is required, preferably in education, psychology, a higher education related field, or other field related to the responsibilities of the position. A graduate certificate in higher education assessment or a related field or a Master's degree is desirable.

This position will oversee the College of Sciences and Art's (CSA) systemic efforts to assess student learning and academic program outcomes by working with faculty, institutional research, and senior leaders to produce essential information needed for decision making and accreditation. The position will also provide administrative support for education programs offered by the Department of Cognitive and Learning Sciences (CLS). A significant part of the coordinator's efforts will be devoted to CLS, especially during the first year of the position, but over time, the intention is to support program level assessment in other CSA departments for approximately 25% of the appointment. For both the CSA and CLS, the Assessment Coordinator will provide assistance to academic program directors, department chairs, and the faculty undertaking assessment of both undergraduate and graduate programs. The coordinator is expected to consult directly with faculty and instructors across all phases of assessment processes and contribute technical support and program management to enhance the quality of program level assessment. The position requires the ability to collaborate closely with faculty in meeting deadlines and goals. Strong candidates for this position will have experience with project management and the use of quantitative and qualitative data analysis methods to assess student learning in academic programs in higher education.

Review of applications will begin October 17, 2016 and continue until position is filled; candidates applying by this date are assured full consideration. Interested candidates should submit a cover letter, resume, and two letters of recommendation. Additional information and application available at: <https://www.jobs.mtu.edu/postings/4607>

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