

Position Announcement
The University of West Alabama
Livingston, Alabama 35470

Coordinator of Planning and Assessment

Effective Date: July 12, 2021

Qualifications

Essential:

1. Master's degree in a relevant discipline from an accredited institution
2. At least one year of experience in planning and assessment, outcomes assessment, or other related areas
3. Working knowledge of SACSCOC Principles of Accreditation and prior experience drafting or assisting with compliance reports for accreditation
4. Experience working with faculty, staff, and administrators to identify appropriate outcomes and assessment measures
5. Experience with data management, data analysis, and fundamental techniques for measuring, interpreting data, reporting, and presenting data
6. Appropriate computer and information literacy skills, including proficiency in Microsoft Excel and/or Microsoft Access
7. Strong communication and interpersonal skills
8. Ability to coordinate a broad range of activities and manage multiple short- and long-term projects
9. Previous experience with survey data collection, entry, and submission

Desired:

1. Experience working with Weave or other planning and assessment software
2. Experience creating interactive dashboards and reports using Business Objects and Power BI
3. Previous experience creating and assessing programs and student learning outcomes in a University setting
4. Prior experience using SPSS or other statistical analysis software

Responsibilities:

1. Oversee and direct the planning and assessment process for all academic and non-academic units on campus, which includes the completion of the Annual Plans, Self-Studies, Budget Requests, and Curriculum Mapping to adhere to all SACSCOC and other accreditation standards
2. Assure assessment activities of all units are designed to measure objectives specific to the University's mission and its goals
3. Coordinate university-wide assessment of faculty, staff, and student research for annual reports and compile annual reports to be placed on the University website
4. Coordinate academic program review activities to provide evidence of program quality, documentation of student learning, and evidence of continuing improvement
5. Develop and deliver assessment training sessions, workshops, and seminars for faculty, staff, and administrators
6. Collect data and prepare responses to national surveys
7. Maintain the OIER web page, electronic Fact Book, and Common Data Set
8. Maintain and update selected databases and the Faculty Rosters

9. Manipulate and analyze data using a variety of software tools as well as aid in data collection, review, and reporting to internal and external stakeholders
10. Assist in accreditation activities and institutional reporting obligations
11. Perform other duties as assigned by the Director of Institutional Effectiveness and Retention or other appropriate administrators

Salary: Dependent upon credentials; includes excellent medical and retirement benefits.

Application Deadline: Review of applications will begin upon receipt, and continue until the position is filled.

To Apply: Send materials listed below to:

Dr. Angel Jowers, Director
Office of Institutional Effectiveness and Retention
The University of West Alabama
Station 18
Livingston, AL 35470
ajowers@uwa.edu

1. Cover Letter
2. Resume or curriculum vitae
3. Email and phone numbers of at least three current professional references
4. Transcripts of all college work (unofficial transcripts will suffice for the application; official transcripts must be submitted immediately upon employment)

The University of West Alabama does not discriminate on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, sexual orientation, gender identity, gender expression, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

AA/EO Employer.

Minority applications encouraged.