

## **Coordinator for Assessment and Evaluation**

### **Office of the Provost and Vice Chancellor for Academic Affairs**

#### **University of Illinois at Urbana-Champaign**

The Office of the Provost and Vice Chancellor for Academic Affairs is seeking to hire a Coordinator for Assessment and Evaluation to join our team. The Coordinator will assist with managing evaluation projects, institutional and program-level learning outcomes assessment, as well as other related duties that emerge in the Provost's office. This position will require a high level of collaboration with key stakeholders across the University.

#### **Responsibilities**

- Consulting with faculty and staff on assessment and evaluation initiatives that require development and implementation of customized data collection, tracking and reporting solutions
- Managing and analyzing data through the use of Excel (pivot tables, statistical functions, etc.), SPSS, SAS, or other statistical analysis software while ensuring data integrity
- Developing and implementing technical solutions to streamline processes and improve efficiency
- Maintaining and updating the website, and developing internal document sharing sites (e.g., Box and SharePoint sites)
- Identifying approaches to improve the collection, analysis and reporting of various documents and data

#### **Required Qualifications**

- Master's degree in higher education, educational psychology, program evaluation, or a related discipline
- Five years of work experience in higher education, including 3 years of experience conducting outcomes assessment and evaluation in higher education setting
- Must be experienced with quantitative and qualitative research methods and have the ability to analyze data and succinctly communicate the findings in ways that can be used for institutional improvement and quality assurance.
- Strong listening, verbal and written communication skills
- Ability to self-motivate, self-pace, and work autonomously as well as use a team approach
- Ability to cultivate strong working relationships across campus
- High degree of accuracy and attention to detail

#### **Preferred Qualifications**

- Extensive experience working with faculty members in individual and group settings
- Familiarity with regional accreditation expectations
- Technical skills including experience with databases, survey and data analysis tools, website maintenance

#### **Procedure for candidacy:**

This position is a full-time, twelve-month academic professional appointment and includes an excellent salary and fringe benefits package. The starting date is as soon as possible after the closing date. Salary will be commensurate with experience and qualifications. For full consideration, applications should be received by November 3, 2017. Interviews may begin prior to close of the search, but a hiring decision will not be made until the search closes. Please create a candidate profile at <https://jobs.illinois.edu> and upload a letter of application, resume, and the names/addresses/telephone numbers of three professional references. For further information about this position, please contact Jennifer Steiling at [steiling@illinois.edu](mailto:steiling@illinois.edu).

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>