Coordinator of Assessment and NTT Instructor—Search # 67579
Office of Institutional Effectiveness

The Office of Institutional Effectiveness invites applications and nominations for the position of Coordinator of Assessment and non-tenure track Instructor in the Office of Institutional Effectiveness. This position will be housed on the Statesboro campus, but will require regular travel between the three Georgia Southern University campuses that are approximately 50 miles apart.

In January 2017, the University System of Georgia Board of Regents voted to consolidate Armstrong State University and Georgia Southern University. The new, 27,000-student university will be named Georgia Southern University with campuses in Savannah, Statesboro, and Hinesville. The expected timeline for the first entering class will be fall 2018. Complete details are available at http://consolidation.georgiasouthern.edu/.

Within this setting, the mission of the Office of Institutional Effectiveness is to support Georgia Southern University's pursuit of academic distinction in teaching, scholarship, and service in a student-centered environment by providing leadership for assessment, institutional effectiveness, planning, and accreditation activities to all academic, student support, and administrative units and programs. Guided by a dedication to a culture of systematic self-reflection, evidence-based decision-making, and improvement, the Office of Institutional Effectiveness fosters engagement in assessment practices that accurately and comprehensively reflect all academic, administrative, and student support units’ primary functions.

Position Description: Reporting to the Associate Vice President for Institutional Effectiveness, the Coordinator of Assessment will assist with planning, facilitating, and implementing academic and administrative assessment processes for the Statesboro, Armstrong, and Liberty campuses. The successful candidate should have a firm grasp of outcome development, strategy selection to foster outcomes, assessment tool development and administration, data collection, statistical analysis, and report writing. Further, the Coordinator of Assessment should have knowledge of best practices for maximizing general education outcomes through the assessment process and be prepared to assist with coordinating and facilitating these practices on all three campuses. Other responsibilities will include assisting with data analysis, preparing assessment reports, organizing academic assessment events under the direction of the Director of Academic Assessment, and organizing administrative assessment events under the direction of the AVP. The position requires experience in educational or social science research practices, preferably as adapted to program or general education assessment. Essential to this position are the abilities to work closely with faculty and staff members on assessment activities and develop effective assessment practices for planning and documenting purposes. The Coordinator of Assessment will assist in analyzing assessment methods, processes, and results as well as in providing ongoing support for departments in analyzing and documenting outcomes assessed on all three campuses. As the primary role of academic assessment is maximizing student learning and the primary role of administrative and student affairs assessment is maximizing effectiveness, the successful candidate will assist faculty and staff members to foster this understanding through strategies and activities appropriate for each of the Georgia Southern campuses.

The position is a 12-month, non-tenure track appointment with competitive salary commensurate with qualifications and experience.

Required Qualifications:

• Earned master’s in social or behavioral science, education, educational research or evaluation, or closely related field from a regionally-accredited institution (with coursework in assessment, measurement and/or research) or an earned master’s degree with comparable work experience in assessment

• Experience with academic program assessment, including general education, that involves the development, administration, and analysis of academic assessment cycles

• Experience selecting appropriate measurement tools for measuring student learning outcomes and analyzing results
Strong communication skills and proven ability to work collaboratively in a team environment and with varying audiences
Experience in teaching or with faculty development
Proficiency in Microsoft Office, including Excel and PowerPoint
Experience with applying statistical packages (such as SPSS and survey software)
Must be authorized to work in the United States for the duration of employment without assistance from the institution

Preferred Qualifications:
- Doctorate degree with coursework in research and assessment
- Experience selecting appropriate statistical techniques and analyzing resulting data
- Experience with storing, aggregating, and displaying assessment results
- Familiarity with institutional database systems (student records systems).

Screening of applications begins May 1, 2018, and continues until the position is filled. The preferred position starting date is July 1, 2018. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete, electronic applications will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:

Dr. Teresa L. Flateby, Search Chair, Search #67579
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More information about the institution is available through http://www.georgiasouthern.edu. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.