

**Job Title****Job Description:****Assessment Data Clerk**

Working under the direction of the Curriculum Manager at the Office of Academic Affairs (OAA), the Assessment Data Clerk will support the curricular and assessment activities at the OAA to accomplish the academic goals of the College of Osteopathic Medicine. This position will collaboratively develop and utilize assessment tools for collecting and recording data obtained through various assessment platforms including ExamSoft, InteDashboard, SimlQ and PowerBI. Working with the OAA personnel, this position will ensure assessments are administered accurately, data entry is conducted in a timely manner and all assessments are followed up as needed. The Assessment Data Clerk will work under the oversight of the Associate Dean of Academic Affairs providing updated reports on student progress and will help identify shortcomings in student performances. Additional responsibilities will include participating in special projects, attending meetings and trainings and other duties as assigned. The successful candidate will be comfortable with spreadsheets as well as being an effective communicator and collaborator for working with a diverse group of staff, faculty, and students.

A commitment to diversity and an understanding of and commitment to medical education is essential and an experience of working in an educational setting is highly preferred. A bachelor's degree is preferred. Preferred degrees include education, health care administration, business administration, public administration, organizational development, or other fields that require collection and analysis of information for creating reports. Previous experience and strong knowledge of working with data analysis and creating reports will be highly appreciated.

This position requires a demonstrated ability to systematically prioritize and complete multiple projects simultaneously. Strong professional written communication skills are highly desirable. Efficient organizational and time management skills will ensure effective performance.

**Reports to:****Curriculum Manager****Classification:**

Staff

**Essential Duties:**

Assisting the curricular assessment of the Office of Academic Affairs:

- Assist with effective communication and coordination between the Office of Academic Affairs and other educational units (Assessment Office, Simulation Center, Clinical Education, Educational Technology, and Office of the Student Affairs) to enable implementation of curricular assessment components pertinent to each unit.
- Support and coordinate, as applies, data generation, compiling, and analysis for achieving the goals of the Office of Academic Affairs.
- Utilize the assessment platforms including ExamSoft, InteDashboard, SimlQ, and PowerBI for generating valuable data and creating meaningful reports to monitor efficient curriculum delivery.
- Facilitate effective processes for collecting student data: input and maintenance of accurate student grades and/or attendance, student record keeping adherence to FERPA and nationally recognized standards.
- Work as an advocate for students and help identify through data analysis ways to improve the student curricular experience and learning opportunities.
- Along with the Curriculum Manager, Curriculum Director and the Associate Dean of the Academic Affairs, work with appropriate staff and leadership to ensure effective operations of the OAA including working with the Curriculum Committee, Assessment Committee, Students at Risk Committee (StARC) and Student Progress Committee (SPC).
- Be a team player in continuous quality improvement in the day-to-day functions of the Office of Academic Affairs.

**Qualifications/  
Education:**

- Understand and be compliant with the College of Osteopathic Medicine accreditation requirements around curriculum.
- Take on additional duties at the discretion of the Associate Dean of Academic Affairs:
- Support committee performances by providing necessary information and relevant data for the Curriculum Committee, Assessment Committee, StARC, and SPC.
- Assist in insuring AOA-COCA compliance over topics that must be discussed and reviewed by the Committees on an annual basis.

This description is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on business need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

**Minimum Qualifications:**

- Associate degree in administration, education, social sciences, healthcare administration, public administration, communications, or a directly related field from an accredited institution;
- Proven progressively responsible, relevant, and positive experience working as a professional in an educational and/or an organized institutional environment
- Proven experience with using data as a rubric for analysis and assessment.
- Understanding of the administrative process behind curriculum delivery.

**Preferred Qualifications:**

- A bachelor's degree in administration, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.
- Experience with integrated student information systems, curriculum management systems, and learning management systems. Competencies/Knowledge, Skills, and Abilities:
- Experience with multiple modalities of electronic curriculum delivery and learning management systems (e.g. Brightspace, Blackboard, Examsoft, Intedashboard and likewise).

**Compensation:**

**CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.**

To learn more about our team, click [here](#).

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **ASSESSMENT DATA CLERK** in the subject field of the email.