

**Job Title:****Assessment and Curriculum Associate****Job Description:**

Working under the direction of the Manager, Office of Academic Affairs the Assessment (OAA&A) the Assessment and Curriculum Associate will support the assessment and curricular activities at the OAA & A to accomplish the academic goals of the College of Osteopathic Medicine (COM) by conducting implementation of various assessment processes. This position will collaboratively develop and utilize assessment tools for collecting and entering data obtained through various assessment platforms including Competency AI, ExamSoft, BrightSpace, InteDashboard, SimIQ and PowerBI. Working with the OAA&A 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 and Curriculum Associate will work under the oversight of the Associate Dean of Academic Affairs and Assessment providing updated reports on various aspects of assessment processes of the COM. Additional responsibilities will include participating in special projects, attending meetings and trainings and other duties as assigned. The successful candidate will be 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 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. A previous experience and strong knowledge of working with data analysis and creating report 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:**

**Manager, Office of Academic Affairs and Assessment**

**Classification:**

**Non-Exempt, Staff**

**Essential Duties:****Essential Functions:****A. Assisting with the assessment processed led by the of the Office of Academic Affairs and Assessment:**

- Assist effective communication and coordination between the Office of Academic Affairs & Assessment and other COM 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 and assessment.
- Utilize the assessment platforms including Competency AI, ExamSoft, BrightSpace, InteDashboard, SimIQ, 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 Manager, Office of Academic Affairs and Assessment, Curriculum Director and the Associate Dean of the Academic Affairs and Assessment, work with appropriate staff and leadership to ensure effective operations of the OAA&A including working with the Curriculum

Committee, Assessment Committee, Faculty Development Committee, Admissions Committee, Students at Risk Committee (StARC), Student Progress Committee (SPC) and the Dean's office.

- Be a team player in continuous quality improvement in the day-to-day functions of the Office of Academic Affairs.
- Understand and be compliant with the College of Osteopathic Medicine accreditation requirements around curriculum.

**B. Take on additional duties at the discretion of the Associate Dean of Academic Affairs and Assessment:**

- Support committee performances by providing necessary information and relevant data for the Curriculum Committee, Assessment Committee, Faculty Development Committee, Admissions Committee, Students at Risk Committee (StARC), Student Progress Committee (SPC) and the Dean's office.
- 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:**

- A bachelor's degree in administration, education, finance, accounting, social sciences, healthcare administration, public administration, communications, statistics, 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.
- Proficient with Microsoft Excel
- Understanding of the administrative process behind curriculum delivery.

**Preferred Qualifications:**

- A master's degree in administration, education, social sciences, healthcare administration, public administration, communications, information systems, statistics, or a directly related field from an accredited institution.
- Experience with analysis software (SPSS, SigmaStat, XLSTAT)
- 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. Competency AI, Brightspace, Blackboard, Examsoft, Intedashboard, PowerBI and likewise).

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

**Qualifications/  
Education:**

**Compensation:**

**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 and Curriculum Associate** in the subject field of the email.