

Job Title:**Clinical Assessment Associate, College of Osteopathic Medicine****Job Description:**

Working under the direction of the Director, Academic Affairs and Assessment (OAA&A) the Clinical Assessment Associate will support the clinical clerkships assessment activities to accomplish the academic goals of the College of Osteopathic Medicine. As a key member of the academic affairs team, the Clinical Assessment Associate will facilitate a culture of Evidence, assessment, and continuous improvement for the clerkship years at CHSU-COM. The Assessment Associate serves as a resource to faculty, staff, and administrators, contributing knowledge of current assessment practices and new approaches based on best practices and providing feedback to strengthen program/clinical assessment efforts.

The position will closely work with the Office of Clinical Affairs and will collaboratively develop and utilize assessment tools for collecting and recording data obtained through various assessment platforms including Core ELM, CompAI, 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 Clinical Assessment Associate will work under the oversight of the Associate Dean of Academic Affairs and Assessment providing updated reports on student clerkship progress and will help identify shortcomings in student performances. Additional responsibilities will include participating in special projects, attending meetings and trainings, and other duties assigned. The successful candidate will be comfortable with spreadsheets as well as be an effective communicator and collaborator for working with a diverse group of staff, faculty, and students.

Reports to:

Director of Academic Affairs and Assessment, Office of Academic Affairs and Assessment, College of Osteopathic Medicine

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

Supporting the clinical and curricular assessment of the CHSU-COM

- Assist with effective communication and coordination between the Office of Academic Affairs & Assessment and other educational units (Office of the Clinical Affairs, Simulation Center, Clinical Education, Education Technology, and Office of the Student Affairs) to enable implementation of the curricular assessment components pertinent to each unit
- Conduct data generation, compiling, and analysis for achieving the goals of the clinical and academic affairs department
- Utilize the assessment platforms including ExamSoft, InteDashboard, SimIQ, and PowerBI for generating valuable data and creating meaningful reports to monitor efficient curriculum delivery
- Helps to support and deliver critical student clerkship achievement data that helps the CHSU-COM office of academic affairs and assessment diagnose strengths and gaps in clerkship achievement
- Sustains a comprehensive system for assessing the effectiveness of programs and units across campus. Analyze academic program, co-curricular and functional assessment to determine how faculty, staff, administrators, and students are engaging in assessment activities; how and what type of actions are being implemented to enhance the learning environment
- Work with Assessment team on assessment project strategy and scope, making decisions and recommendations for short- and long-term planning and prioritization that aligns with
- 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 the curriculum

**Qualifications/
Education:**

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 needs. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

Education:

- A bachelor's degree in administration, education, social sciences, healthcare administration, public administration, communications, or a directly related field from an accredited institution

Skills & Experience:

- Strong analytical/critical and creative thinking skills
- Excellent data management skills, including the ability to manipulate large, complex data sets using Atlas ti, SPSS, and Microsoft Excel
- 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 being curriculum delivery

Compensation:

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

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Clinical Assessment Associate** in the subject field of the email.