

Coordinator of Assessment

The Hampton University School of Pharmacy is seeking a Coordinator of Assessment who will work collaboratively with the Assistant Dean of Student Affairs and Assessment. This person will design, implement, organize, coordinate, and analyze programmatic, curricular, and student outcome components of the academic programs in the School of Pharmacy. The Coordinator of Assessment reports directly to the Assistant Dean of Student Affairs and Assessment in the School of Pharmacy.

Duties and Responsibilities

- Coordinate programmatic testing.
- Collaborate with the Assistant Dean of Academic Affairs along with the Coordinator of Academic Affairs to monitor student academic performance, progression, and graduation rates of students both individually and as a cohort.
- Liaison with the Office of Academic Affairs to assist students who have non-academic related barriers to academic performance.
- Assist with the analysis of programmatic, curricular, and student outcomes within the School of Pharmacy.
- Assist with updating policies, procedures, and college information in the HUSOP handbook related to student affairs and orient faculty & staff (current and new hires).
- Assist with updating the University catalog.
- Produce assessment outcome reports to present to faculty at the end of each semester and annually.
- Stay up to date with accreditation standards related to student affairs and assessment and the overall program.
- Deliver training on assessment-related software.
- Maintain a repository for data and assessment-related documents.
- Develop appropriate rubrics where applicable.
- Analyze curriculum maps.
- Develop and disseminate surveys.
- Assist faculty with analyzing data related to academic outcomes.
- Recognize and articulate trends and patterns in data.
- Produce and present assessment reports.
- Disseminate results in publications for both internal and external stakeholders.
- Utilize SPSS or other statistics software.
- Write SMART student learning outcomes.
- Utilize Bloom's and/or other learning taxonomies.
- Serve on School-related committees.
- Assist with day-to-day communications for Student Affairs and Assessment.
- Assist with grant applications or manuscripts as needed.
- Compose letters and memoranda.
- Compile reports and other documents as needed.
- Assist with maintaining records for Student Affairs and Assessment.
- Assist with special programs/events in the School of Pharmacy as needed.
- Perform other duties as assigned by the Assistant Dean of Student Affairs and Assessment.

Qualifications

- Must have a Bachelor's degree in Assessment and Evaluation, Educational Assessment, Math, Psychology, or related field; Experience within the areas of education and/or assessment.
- Must have proficiency in the use of SPSS or other statistics software and Microsoft Office Suite of products.
- Have Experience in educational assessment.
- Practice sound assessment theory.
- Demonstrate ethics.
- Possess the ability to manage time and meet deadlines.
- Possess Strong organizational skills, with the ability to set and adjust priorities.
- Possess excellent oral and written communication skills.

- Follow and exercise discretion as it applies to FERPA.

Preferred Qualifications

- Master of Education degree
- Certification in Higher Education Assessment or Educational Assessment
- Experience applying academic or administrative procedures in a university/college setting
- Experience supporting students, faculty, and staff
- Knowledge of operations within a school of pharmacy or health professional program

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.
