



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Faculty Outcomes & Assessment Liaison

Academic Year 2023-24

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The **Liaison** will be responsible for maintaining and updating periodic outcomes and assessment reports and for tracking assessment data related to courses, programs, service areas, and the institution. The liaison will provide support to the Outcome and Assessment Specialist, Program Planning and Outcomes Assessment Committee, and faculty.

Reports to: Associate Vice President, Institutional Equity, Effectiveness, and Success, or designee

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Liaise among O&A Specialist, faculty, staff, deans, IT staff, Institutional Research and eLumen staff to ensure accurate data reporting and problem solving.
2. Assist in the organization of outcomes and assessment procedures, including eLumen processes.
3. Work within timelines to facilitate efficient, effective outcome assessment and reporting.
4. Assist in training and communicating with faculty members on outcomes and assessment procedures and the use of eLumen.
5. Provide updates and reports for faculty, staff, and deans, such as eLumen reports for Faculty Participation, Course Statistics and Evidence, SLO Performance, and similar reports.
6. Track outcome and assessment progress and notify the area dean of participation issues.
7. Develop and maintain ongoing feedback to the Outcome & Assessment Specialist regarding assessment data.
8. Track courses, programs, service area, and institutional outcome assessments; provide data regarding completed assessments.
9. Monitor Course- and Section-level Action and Reflection Plans and distribute related information.
10. Compare reports to discipline-developed Assessment Calendars and report discrepancies.
11. Attend Program Planning and Outcome Assessment Committee meetings and provide updates to the committee regarding assessment status.
12. Participate in eLumen training webinars.
13. Ensure the alignment of eLumen data with other internal systems.

DELIVERABLES EXPECTED:

1. Assistance in the training in the use of systems for recording assessments
2. Assistance in the development of reports related to outcomes and assessments
3. Assistance in the research and data analysis of assessment data and eLumen reports
4. Attendance at Program Planning and Outcome Assessment Committee meetings

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in working on a diverse campus environment.
2. Demonstrated commitment to cultural competence within an academic setting.
3. Demonstrated working knowledge of eLumen.
4. Demonstrated working knowledge of outcome and assessment data and related reporting.
5. Knowledge of Excel, Word, PDF, and CurricUNET.
6. Good organizational skills.
7. Demonstrated ability to plan and follow through on projects.
8. Strong written and oral communication skills.
9. Knowledge of the following processes and standards:
 - a. Accreditation standards
 - b. Curriculum content and approval processes
 - c. Assessment practices and methods (including assessment cycle)
 - d. Pedagogy—practice and study of teaching
 - e. Institutional practices (e.g., program review, ability to embed assessment, etc.)
 - f. Diverse student populations
 - g. Teaching expertise (including instructional modalities and sensitivity to program differences)
 - h. Student service processes such as those in DSPPS, EOPS, and matriculation enrollment

TERMS OF APPOINTMENT:

1. The term of assignment will be until June 30, 2024.
2. Time commitment is expected to be at least 4-6 hours per week.
3. Compensation will be a stipend of \$4,000.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment.
(Maximum 1 page)
2. Submit to HR by email to work@hartnell.edu.
3. Deadline for submission is Monday, June 5, 2023, at 5:00 p.m.