



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Program Planning and Assessment (PPA) Specialist**

#### **DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**

The Program Planning and Assessment (PPA) Specialist will be responsible for providing leadership and guidance to all faculty and staff for the purpose of annual and comprehensive review of academic programs, non-instructional programs, and offices. The PPA Specialist will work with the Director of Institutional Research to provide support for completion of PPA reports, including the design, testing, training, utilization, and evaluation of software applications in advance of and during the applicable PPA cycle. The PPA Specialist will also work with the Director of Institutional Research to ensure that PPA data are provided prior to the start of the annual PPA cycle.

**Reports to:** Director of Institutional Research

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Increase the awareness of the standards and expectations of program planning and assessment in the accrediting process at the college.
2. Keep abreast of developments in the field and actively disseminate this knowledge to faculty and staff as needed.
3. Assist faculty, staff, and administrators to align program planning with student learning outcome assessment, service area outcome assessment, and student achievement outcome assessment. Assist the Office of Institutional Planning, Research, and Effectiveness in providing data for program planning and assessment.
4. Ensure that PPA activities and reports are fully integrated into institutional planning efforts.
5. Provide educational and training activities pertaining to program planning and assessment, including training in PPA software, for faculty and staff.
6. Work in collaboration with administrators to provide leadership to faculty and staff toward ensuring completion of PPA reports that includes closing the loop on PPA activities.
7. Work in collaboration with the Director of Institutional Research to generate an end-of-cycle status analysis of and report on PPA activities and, if necessary, facilitate improvements in and adjustments to the program planning and assessment effort.
8. Attend Outcomes & Assessment Committee Meetings as a permanent member.
9. Attend Advisory Research Group Meetings as a permanent member.

#### **DELIVERABLES EXPECTED:**

1. Regular status reports on progress made in the PPA cycle.
2. Workshop/activity/training materials (developed with collaborators).
3. PPA software training for faculty and staff.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

1. Experience in planning and coordinating college-related activities.
2. Good organizational skills and a demonstrated ability to plan and follow through on projects.
3. Strong written and oral communication skills.
4. Demonstrated knowledge of PPA reports and the overall PPA process.
5. Proficiency in using data tools and analyzing data.
6. Ability to use relevant software.
7. Knowledge of accreditation standards pertaining to program review.

**TERMS OF APPOINTMENT:**

1. The term of assignment will be two academic years. Continuation in assignment from one semester to the next will be dependent on the demonstration of satisfactory performance and progress.
2. Assignment will commence Fall semester 2021 and will end at the end of Spring 2023 semester. Time commitment is expected to be at least 8 to 10 hours per week.
3. Compensation will be a stipend of \$7,000 per semester.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

**APPLICATION PROCEDURE:**

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](mailto:work@hartnell.edu) only.**
3. Deadline for submission is Friday, April 30, 2021, at 3:00 p.m.

VPAA approved: April 13, 2021

Submitted to HCFA: April 14, 2021