Job Announcement

Modesto Junior College
Outcomes Assessment Coordinator

Overview: The MJC Academic Senate seeks applications for the Outcomes Assessment Coordinator position. This is a “faculty leadership” opportunity to work with faculty, staff, and administration in continuing to grow a “culture of evidence” surrounding student learning outcomes. This position is open to current Modesto Junior College full-time faculty.

Reassigned Time: 40% Term: June 1, 2012 to June 30, 2014

Application Process: To apply, submit a current resume and a personal letter of interest (1-2 pages). Application materials must be submitted to the Senate office AND the Office of Instruction no later than Wednesday, May 30, 2012 by 5:00 p.m.

Job Description:
The Outcomes Assessment Coordinator shall
1. Chair the Assessment Workgroup, a subcommittee of the Accreditation/Institutional Effectiveness Committee.
2. Be a member of the Accreditation/Institutional Effectiveness (AIE) Committee, a standing committee of the Academic Senate.
3. Work with the Vice President of Instruction, the Vice President of Student Services, and the Vice President of College and Administrative Services, or their designees, on the development and implementation of student learning outcomes assessment processes at the course, program, and general education levels throughout the college.
4. Maintain currency in the expectations of student learning outcomes assessment for accreditation and the California Community College Systems Office and plan ongoing training and support to the faculty regarding these expectations.
5. Advocate for a culture of evidence and communicate recommendations of the MJC Assessment Work Group to appropriate groups.

Tasks:
1. Recommend policies and procedures to college specific committees for the development, assessment and improvement of course, program and general education level objectives and measurable outcomes.
2. Collaborate with the Office of Instruction, the Instructional Administrators Council (IAC), and the Curriculum Committee to integrate the development, assessment and improvement of measurable program-level Learning Outcomes with the program review process.
3. Through Assessment Work Group members or directly, facilitate communication on assessment outcome related information and matters at Academic Senate, Curriculum Committee, Instructional Administrators Council, Division/Department Meetings and other appropriate college venues.
4. Plan and facilitate training for staff on assessment techniques and measurable learning outcomes development.
5. Coordinate the preparation of MJC’s 2011 and 2012 comprehensive assessment reports and assist in the preparation of various other reports for accreditation purposes.
6. Present MJC’s annual comprehensive assessment report findings to the Board of Trustees.
7. Attend local, state and national conferences related to assessment and measurable Learning Outcomes development.

**Desirable Characteristics:**

1. Demonstrated enthusiasm and commitment to assessment as a vehicle for improvement of teaching and learning at Modesto Junior College.
2. Experience in the application of Classroom Assessment Techniques.
3. Knowledge of assessment practices at the course, program, and general education levels.
4. Knowledge of the curriculum development process and guidelines at Modesto Junior College.
5. Knowledge of the college program review plan and associated procedures.
6. Knowledge of qualitative and quantitative educational research methodologies.
7. Possess skills in persuasive communication and facilitating dialogue.
8. Willingness to travel to state and national conferences.