

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Academic Assessment Officer			<i>Approval Date:</i> December 6, 2006
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0569	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Responsible for monitoring and assessing college-wide student outcomes initiatives; developing and coordinating assessment instruments, analyzing assessment results, disseminating findings and assisting faculty in utilizing assessment findings for further enhancement of student learning.

KEY RESPONSIBILITIES

% OF TIME

1.*	Supports the assessment component of significant college-wide student learning outcomes initiatives (e.g. Quality Enhancement Plan, Achieving the Dream, Title III).	25%
2.*	Develops and coordinates assessment instruments for the direct assessment of course-specific student learning outcomes.	20%
3.*	Provides leadership in the analysis of assessment results.	20%
4.*	Assists faculty in utilizing assessment findings for further enhancement of student learning.	20%
5.	Disseminates findings to college community and external constituencies.	5%
6.	Serves on committees.	5%
7.	Performs special projects as required.	5%
8.	Performs other related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Masters degree required.
<i>Experience:</i>	5 to 7 years of prior work related experience.
<i>Planning:</i>	Plans exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college.
<i>Impact on Budgets:</i>	Provides supportive advice, analysis; no authority to spend the budget; may collect or process revenues/expenses.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing assessment plans for one or more campuses.
<i>Complexity:</i>	Broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required.
<i>Decision Making:</i>	Independent judgment is required to recommend objectives, evaluate new approaches and assess changing conditions. Supervision reviews objectives.
<i>Problem Solving:</i>	Problems are complex and varied. Must be able to develop new, non-standard approaches.
<i>Communications with Others:</i>	Regular internal and external contacts to carry out programs and to explain specialized matters requiring cooperation, explanation and persuasion. Occasionally requires personal contact with the public.
<i>Supervision of Others:</i>	Has responsibility or authority limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline, working knowledge of related fields and understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, library, or computer room and involves sitting at a desk or table with intermittent sitting, standing, or stooping. Occasional lifting of 25 pounds or less.

