



Job Title	Manager, Assessment and Evaluation	Job Code	COM43
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Provides leadership and coordination to engage faculty in initiating and supporting efforts to conduct formal, systematic and regular review and evaluation of the medical school program. Oversees administration, coordination, and project management of multiple research projects and engages in proposal and report writing for internal and external use and manuscripts for publication.

Representative Duties

1.
 - Provides leadership in assessment, evaluation, and research to advance the Office of Assessment and provides indirect supervision through program oversight
 - Provides analysis, assessment, and consultation to research and instructional faculty and administrators
 - Leads the design, implementation, and integration of analyses, studies, and assessments in the areas of student performance and progress, academic program evaluation, and research studies
 - Collaborates with deans, faculty, staff and academic administrators in the development and implementation of assessment plans and methods, analysis and sharing of results, and implementation of educational improvements
2.
 - Leads all aspects of assessment and evaluation activities in years three and four including formatting, monitoring, analyzing, and reporting on course, site and faculty-based evaluations, longitudinal feedback and institutional data collection and management essential for robust program evaluation and improvement
 - Works with clerkship faculty on the development, deployment, timing, grading, and analysis of quizzes, peer evaluations, and other course assignments
 - Conducts ongoing analyses of assessment results to advise faculty course directors and to suggest improvements in learning outcomes, curricula, and programs
3.
 - Leads contact with the Office of Knowledge Management to develop reports and ensure the accuracy of the ASKME data warehouse with respect to clinical curriculum and assessment
 - Serves as College of Medicine expert on assessment software at both the administrator and student level in order to assist faculty, administrators, and students with technical questions
 - Supports assessment and evaluation data requests from the assistant dean of planning and knowledge management
4.
 - Works with faculty to analyze student, faculty, course, and program evaluation data in order to translate it into publishable manuscripts
 - Develops, implements, documents, and manages efforts to conduct formal, systematic and regular review and evaluation of the medical school program
 - Contributes to the readiness of the college to engage in internal and external accreditation and evaluation processes and develops assessment accreditation reports for the LCME and other accrediting agencies and reports for various stakeholders

- Prepares, provides, and presents summary reports regarding the curriculum and educational outcomes to medical school committees and departments in support of continuous quality improvement and program excellence goals

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.