



Job Title	Planning and Knowledge Management Coordinator	Job Code	AA0615
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	Union Code	0
Job Family	Academic and Program Management	Subfamily	Data Analytics and Reporting

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Data Analytics and Reporting Professionals perform statistical analyses for university reporting to internal and external bodies that facilitates decision-making, strategic planning, and University assessments.

Job Summary

Responsible for the development, deployment, and reporting of valid assessment and evaluation instruments. Develops methods to improve processes and standard operation procedures. Manages collection, analysis, and reporting of evaluation results to appropriate stakeholders to support program evaluation decision-making and monitor student progression through the curriculum.

Representative Duties

- Coordinates development and management of a comprehensive evaluation system, both formative (quizzes) and summative (high-stakes exams), that evaluates students, faculty, courses, and program success
 - Trains coordinators and exam proctors on Assessment Office processes and procedures
 - Works with faculty to analyze student, faculty, course, and program evaluation data
 - Participates in faculty development efforts, including meeting with faculty members to review assessment results and educating faculty on item analysis statistics and leading methods to construct effective test questions
 - Maintains contact with the Office of Knowledge Management to develop reports and ensure the accuracy of the ASKME data warehouse with respect to curriculum and assessment
 - Serves as an 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 ad-hoc data requests from the assistant dean of planning and knowledge management
 - Conducts data analysis for educational leadership to facilitate program evaluation/decision-making
 - Performs data analytics to monitor student progression through the curriculum
 - Attends assessment-related conferences for professional development/networking opportunities and to receive additional training and information on assessment software/products used by students and faculty
 - Coordinates and provides documents in support of the Student Evaluation and Promotion Committee (SEPC) to inform of student progress in the M1 and M2 modules
 - Serves as a representative of the Office of Assessment on the Continuous Professional Development (CPD) Committee

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ 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.