**COORDINATOR FOR ASSESSMENT & OUTREACH**

Responsibilities:

* Provide leadership and oversight of assessments regarding the impact the Mays Center has on the community.
* Develop assessment strategies that allow Mays Center to measure learning outcomes and positively impact student success and retention.
* Lead the coordinated application effort for the Carnegie Community Engagement Classification and other award opportunities.
* Research and assist in the application for external grant funding.
* Consult on and assist with program evaluation as requested. Work with unit directors to measure program effectiveness and assist in interpreting data.
* Oversee the implementation and reporting from graduate surveys.
* Assist in coordination of MOUs.
* Create and disseminate reports reflective of planning, achievements, and progress.
* Provide training for Center staff regarding assessment competency; create and lead on-going staff development opportunities related to assessment and planning.
* Performs other duties as assigned.

Education & Experience:

* Bachelor’s degree in applicable field and three years of related experience.
* Preferred Education:  Master’s degree

KSAs:

* Knowledge of word processing, spreadsheet, database, and presentation applications. Knowledge of basic accounting.
* Experience with report writing and survey methodology.
* Demonstrated ability for detail-oriented planning and organizational skills.
* Ability to speak effectively with individuals and groups regarding assessment requirements, procedures, and processes.
* Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.

Preferred KSAs:

* Banner
* Council for the Advancement of Standards in Higher Education
* Knowledge of higher education assessment procedures
* Grant Writing experience

APPLICATION PROCESS:

Applications are accepted only through the online job portal at:

<http://www.tamusa.edu/humanresources/job-opportunities/index.html>

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity