

January 2019
FLSA: EXEMPT
SALARY GRADE: P
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
OUTCOMES ASSESSMENT SPECIALIST

BASIC FUNCTION: Under the supervision of the area administrator, provides leadership in the areas of research, methodology, development and implementation of outcomes assessment plans; works in collaboration with faculty and other applicable staff in the development, collection, analysis, and interpretation of data.

SUPERVISES/LEADS: Assigned District staff and personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, and coordinates strategic assessment programs, projects, and activities of assigned area; recommends, implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
2. Researches, collects, and analyzes data to support departmental accreditation and program review; collaborates with faculty regarding student learning outcomes and alternative curricular pathways, and effectively communicates program efforts and results to stakeholders.
3. Leads the development and organization of outcomes and related activities to support planning activities; supports the ongoing development and implementation of various outcomes assessment programs for assigned academic and administrative units in alignment with the college's strategic plan.
4. Leads, directs, supervises, and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets.
5. Prepares reports related to the area of assignment to summarize research findings and outcomes to inform program decision-making and policy development.
6. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Master's degree from an accredited institution in education, psychology, or sociology and two years of directly related experience in outcomes assessment or applied educational research is required.

Two years of experience in instructional design or teaching is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. Assessment, data analysis, and educational outcomes
2. State and federal post-secondary education accountability initiatives and trends

3. Regional, national, and specialized post-secondary accreditation standards, practices, and goals
4. Institutional self-assessments and outcomes assessment principles, methods, and techniques.

ABILITY TO:

1. Plan, create, program, and manage databases across multiple hardware and operating systems
2. Analyze, synthesize, and summarize quantitative and qualitative data in both presentation and report formats
3. Work collaboratively with faculty, students, staff, administration, and the community
4. Analyze and interpret complex issues and operational needs, and develop integrated and creative solutions
5. Communicate complex information effectively, both orally and in writing

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental staff, institutional research staff, faculty, students.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.