



WESTMONT

Assessment Management System Coordinator and Data Analyst (Part-Time, 15 hrs/week, off during summer)

Office of the Provost/Office of Educational Effectiveness

Position Summary: This position is critical for the college's assessment and accreditation efforts. It provides support to the Dean of Curriculum and Educational Effectiveness

Qualifications: Requires a minimum 1 year of similar work experience, preferably in higher education; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations is required. Bachelor's degree; knowledge of statistics; knowledge of SSPS; ability to learn the assessment management system Chalk & Wire; ability to perform data analysis and assist in designing assessment projects; advanced computer skills including the knowledge of MS Office (Excel, Word, Powerpoint, and Publisher) and Adobe Acrobat and Photoshop); strong administrative and organizational skills; excellent written and verbal communication skills; maintain discretion and confidentiality in day-to-day activities; ability to work independently; ability to perform tasks accurately and in a timely manner with close attention to detail; ability to work collaboratively with staff, faculty and students.

Responsibilities:

- Support and coordinate the institutional Chalk & Wire activities including basic troubleshooting and training for faculty and staff utilizing the AMS for their assessment and committee work.
- Develop written instructions for Chalk & Wire processes for faculty and students.
- Perform statistical analysis for all assessment projects.
- Assist in designing assessment projects, data collection and report preparation.
- Maintain the Educational Effectiveness website.
- Provide support for the Program Review and General Education committees.
- Assist academic and co-curricular departments in preparing the data for their seven-year program review reports.
- Perform data entry, data cleaning, data mincing, and data analysis for assessment and accreditation purposes.
- Track and analyze the educational achievements of distinct groups of students.
- Develop charts, graphs, other visuals and data dashboard for internal and external needs; assist with report preparation, including documents required by WASC and/or other external agencies.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty, staff, students and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Dean of Curriculum and Educational Effectiveness