



studentvoice™

Position Description

<p>Job Title: Coordinator of Assessment Programs Reports To: Director of Assessment Programs Department: Assessment Programs</p>

About our Company

StudentVoice provides a comprehensive assessment system to higher education institutions that includes expert consultation, assessment resources, and cutting edge data collection and reporting technologies. Our unique assessment program allows campuses to easily gather the quality information needed to improve programs, enhance services and document student learning.

For more information regarding our Company please visit:
www.studentvoice.com

The Coordinator of Assessment Programs is primarily responsible for assisting StudentVoice member campuses with the development, design, and administration of assessment projects.

Essential Duties and Responsibilities

- Review assessment projects submitted by StudentVoice member campuses to ensure projects will meet the intended goals.
- Develop assessment projects in consultation with higher education professionals at StudentVoice member campuses.
- Communicate with campuses via email and phone on a variety of topics including:
 - StudentVoice assessment tools and resources
 - Assessment project quality (e.g., correct scales, appropriate questions for the information they are seeking, potential additional questions, appropriate and complete answer choices, etc.)
 - Project administration methods
 - Data analysis and reporting
 - Assessment best practices
 - StudentVoice benchmarking studies and other initiatives

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- Oversee in-house staff to ensure projects are built in a timely fashion and are of high quality and accuracy.
- May be required to visit campuses and/or attend conferences and represent StudentVoice.

Educational Requirements and Qualifications:

- Master's degree or equivalent in a related field.
- High attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to organize projects and multi-task.
- Ability to work productively in a fast-paced environment with tight deadlines.
- Knowledge of survey research and statistical analysis is a plus.
- Previous supervisory experience is also a plus.

StudentVoice offers a competitive benefit package that includes medical, dental, vision, and a matching 401k.

StudentVoice is an Equal Opportunity Employer.

If you are interested in applying for this position please send your resume with a cover letter to Jillian Anibaldi at careers@studentvoice.com