



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Assessment Specialist

Location: Erie

Department: Office of Academic Affairs

Reports To: Director of Institutional Assessment

Full/Part Time: Full Time

Classification: Administrator

Closes: *Open until filled*

POSITION SUMMARY:

Mercyhurst University is seeking a full-time Assessment Specialist to assist and support the systematic planning and implementation of outcomes assessment efforts across campus. This individual will play a key role in promoting and maintaining a learner-centered culture of assessment at Mercyhurst.

DUTIES AND RESPONSIBILITIES:

- Collaborate with university constituents, including faculty, staff, and administration, to design, develop, implement, and maintain systematic and sustainable assessment processes
- Assist with collection and management of assessment data gathered from departments across campus, including administrative, student services, and academic departments
- Support faculty and staff with the use of assessment data to make informed decisions at the program, college, and university level
- Assist with regular evaluation of campus-wide assessment activities to ensure effectiveness and appropriateness of assessment policies and procedures
- Maintain knowledge of research and best practices in the field of higher education assessment
- Assist academic departments and the Office of Academic Affairs with institutional and programmatic accreditation efforts
- Create and maintain assessment reference and resource material for faculty, staff, and administrators
- Perform other duties as needed within the assessment office

REQUIRED QUALIFICATIONS:

- Master's degree in related field, such as (but not limited to) higher education or student affairs
- Experience working in a higher education setting

- Knowledge of or experience with student development theory, program evaluation, and/or assessment
- Demonstrated ability to work collaboratively with administrators, staff, and faculty
- Demonstrated ability to manage and prioritize multiple projects at once

PREFERRED QUALIFICATIONS:

- Knowledge of current trends and challenges in the field of higher education assessment
- Knowledge of or experience with curriculum design, pedagogy, and learning theory
- Experience with assessment-related programs for data collection and analysis (e.g., Qualtrics, Anthology)

COMPETENCIES:

Ability to work independently and collaboratively with other departments; excellent interpersonal and written communication skills; attention to detail; ability to adapt to changing departmental or institutional needs.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- LIFTING: Up to 25 pounds
- DRIVING: None
- PUSHING/PULLING: Occasional
- DATA ENTRY: Often
- CLIMBING: None
- OVERNIGHT TRAVEL: Occasional

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation,

gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.