Coordinator of Institutional Assessment and Accreditation

Fulton-Montgomery Community College, a College of the State University of New York, is a comprehensive institution, serving 2,800 students in credit programs, including students from over 20 countries on five continents and Metropolitan New York City. The campus is situated in rural upstate New York, in the foothills of the Adirondack Mountains, approximately 40 miles from Albany, three hours from New York City, 3½ hours from Boston, and four hours from Montreal.

Qualifications:

- Master’s degree from a regionally accredited institution of higher education required.
- Minimum of two years of experience assessing higher education instruction, general education, or institutional practices.
- Strong working knowledge of learning outcomes assessment and assessment techniques.
- Excellent computer applications and online data reporting skills. Experience with assessment tracking or student information systems (Banner, Power Campus) preferred.
- Superior written, oral, and interpersonal communications skills.
- Excellent applied research skills including qualitative and quantitative methodologies.
- Familiarity with Middles States accreditation standards and procedures preferred.

Summary of Major Responsibilities:

The Coordinator of Institutional Assessment and Accreditation organizes and promotes the college’s efforts to evaluate and improve all academic, non-academic, and extra-curricular programs, and to comply with accreditation standards. Develops a roadmap for advancing the college’s assessment practices and outcomes. Acts as the campus expert and resource in areas of assessment and accreditation, assists staff with planning, using and implementing assessment techniques, and liaison activities with accreditation bodies.
Primary Functions:

- Coordinates the development and continuous improvement of a comprehensive assessment plan.
- Organizes and supports staff on all phases of assessment (e.g., planning, implementation, data analysis, reporting) and ensures compliance with deadlines and standards set internally and by external agencies.
- Develops surveys and data collection instruments as needed.
- Responsible for the maintenance of college assessment and accreditation documents and ensuring records retention meets regulatory standards.
- Researches and recommends professional development opportunities, best practices, and materials which will support effective assessment. Conducts internal training and workshops for staff.
- Informs internal and external audiences on the results of assessment activities and the impact these results have on institutional practices, strategic plans, curriculum and student learning outcomes.
- Partners with faculty and staff on grants for external funding to support innovative assessment.
- Assists with liaison activities for the college to accreditation bodies. This role may involve coordinating campus visits from these organizations, and/or travelling to the accreditation offices to represent the college.
- Serves on committees as assigned or elected.
- Perform other incidental duties related to those that are listed above.

Salary: $50,000 base + commensurate with experience. Outstanding benefits.

Application procedures: Submit a letter of application outlining qualifications and experience that are relevant to the position and a resume to AssessmentDir@fmcc.edu by February 7, 2014.

Fulton-Montgomery Community College is an equal opportunity employer, dedicated to workforce diversity.