Program Assessment Specialist

The Program Assessment Specialist will provide design, measurement, management, and professional development expertise to assist in the development of quality assessment of student learning across Office of Multicultural affairs (OMA) programs and initiatives. The Specialist will work closely with OMA administrators to develop effective assessment initiatives that will yield results applicable to the improvement of student learning within OMA programs and initiatives.

Key responsibilities include, but are not limited to:

- Identify and address assessment needs of OMA programs and initiatives
- Oversee the design and implementation of an assessment strategy for various OMA programs
- Serve as a resource about qualitative and/or quantitative data collection instruments and techniques for assessment
- Serve as a resource about qualitative and/or quantitative data analysis, interpretation, and reporting techniques and procedures for assessment
- Serve as a resource about reliability, validity, and trustworthiness practices appropriate for qualitative or quantitative data to support integrity and accuracy of assessment data
- Introduce and design specified assessment techniques and methods based upon the goals and learning outcomes of OMA programs
- Provide educational workshops for OMA staff on goal creation, learning outcomes, and assessment methods and techniques
- Act as an individual consultant to OMA staff members in the design and implementation of assessment tools for specified programs
- Create an end of the year assessment report based on data from various OMA program areas
- Collect, analyze, interpret, and disseminate assessment results to various campus stakeholders
- Support OMA administrator’s use of the Campus Labs survey software system & related technologies for the collection and analysis of assessment data
- Stay apprised of assessment software packages for tracking, analyzing, and reporting assessment data
- Communicate the policies and procedures for tracking, analyzing, and reporting assessment data
- Perform other duties as assigned

Qualifications: Enrolled in a Master’s Program or higher in social/behavioral science, education or related field; experience in research and assessment, preferably in higher education; at least two years of professional assessment related experience; knowledge of assessment processes, student learning outcomes, and accountability issues; advanced knowledge of quantitative and qualitative research design and measurement techniques, including sampling procedures and issues of reliability and validity; demonstrated experience in designing, administering, and analyzing assessment instruments (e.g., rubrics, test blueprints, and surveys); excellent analytical, oral, written and interpersonal communication skills required and experience with data management (data gathering or storage) or assessment software is a plus.

To apply, email multicultural@columbia.edu by May 17, 2015.