

# EDGEWOOD COLLEGE

## Position Description



**Position Title:** Assessment Analyst  
**Dept/Office:** Institutional Research  
**Reports To:** Director of Institutional Research  
**Date Updated:** April 5, 2011  
**Review Starts on:** May 5<sup>th</sup>, 2011  
**Position starts on:** July 1<sup>st</sup>, 2011

To apply, please go to Edgewood College's HR website:  
[www.edgewood.edu/employment/default.aspx](http://www.edgewood.edu/employment/default.aspx)

### **SUMMARY OF JOB SCOPE & RESPONSIBILITIES**

This entry level position acts as the go-to contact for any and all assessment needs. This position performs all tasks related to assessment. The Assessment Analyst will act as a consultant for offices seeking to create new survey instruments or perfect those that already exist, design surveys using the latest software, make the surveys live using Edgewood's server, manage the data, and create meaningful reporting that highlights key findings from this data. The reporting that is created by the Assessment Analyst will be utilized by a variety of offices on-campus for making key decisions. In many cases, the Assessment Analyst will be asked to present their reporting to decision-making bodies directly. The ability to work effectively with a variety of people on individual projects is key in this role. In addition to working on survey instruments, the Assessment Analyst also serves as the secretary for the Campus-Wide Assessment Committee, and actively participates in planning the Edgewood College Assessment Summit.

In addition to working directly with assessment at Edgewood, the Assessment Analyst also assists the Director of Institutional Research in a variety of other tasks. These tasks include assisting with internal reporting for the college (such as the Major/Minor Report, Retention Reports, and a variety of others), assisting with the completion of external surveys, and other data management tasks as requested by the Director of Institutional Research. These job functions are done on an as-needed basis, and are assigned at the discretion of the department director.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

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### ESSENTIAL JOB FUNCTIONS

- Serve as a consultant for assessment needs.
- Design and administrate online/paper surveys.
- Conduct survey analysis, prepare reports, and present findings.
- Go to assessment committee meetings and prepare meeting minutes.
- Help to prepare the College Assessment Summit.
- Assist with Institutional Research projects.
- Maintain the Institutional Research and assessment website.
- Other duties will be assigned by the Director of Institutional Research.

### JOB QUALIFICATIONS

#### **Necessary Education or Work Experience:**

- Bachelor degree is required. Current graduate students in higher education research or other social sciences and educational research are strongly encouraged to apply.
- Good work ethic and be willing to work extra hours during the peak time.

#### **Required Technology Skills:**

- Strong written and oral communication skills
- Close attention to detail in order to maintain data accuracy
- Ability to speak in front of groups of people
- Ability to type at a pace that allows for taking precise minutes at meetings
- Basic understanding of quantitative and qualitative research methodology
- Deductive reasoning skills that allow for the development of trends when looking at raw qualitative and quantitative data
- Advanced skills using Microsoft Office, particularly Excel and Word, that will allow for the creation of consistent, fluid, and concise reports
- The ability to quickly and effectively learn new software, and immediately utilize this software
- Comfort in working with confidential data, and the ability to ensure confidentiality.
- Strong organization skills, and the ability to manage multiple projects simultaneously
- Experience working with data management tools (experience working with SPSS a plus). This includes, but is not limited to data cleaning, merging, and analysis using SPSS.
- Overall Proficient skill-level in Microsoft Office, which includes: Word, Excel, Power Point, Outlook, and basic computer concepts

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- Knowledge of SharePoint is a plus
- Willingness and ability to learn new software

### **Required Knowledge and Skills:**

- Multicultural Competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

### **Other Qualifications/Requirements:**

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

### **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Work is normally performed in a typical interior/office work environment
- Work involves considerable amounts of computer usage and repetitive hand and eye motions. Must be capable of sitting for more than four hours per day.
- No or very limited expose to physical risk
- No or very limited physical effort required

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.