GORDON COLLEGE
Position Description

Title: Student Learning Outcome and Assessment Administrative Assistant

Function: In conjunction with the student learning outcomes assessment efforts led by the Dean of Faculty and Director of the Center for Teaching Excellence, provide support for the implementation, ongoing development, and integration of an effective student learning outcomes assessment process at the College. Additional general administrative duties in support of the Dean’s work will be assigned on an as needed basis.

Description of Duties and Tasks:

Specific Duties and Responsibilities:

1. Support the implementation of student learning outcomes assessment by:
   • Providing logistical and technological support for the development and regular updating of student learning outcomes in the core curriculum and in each major program of study.
   • Providing logistical and technological support for the assessment of student learning outcomes in the core curriculum and in each major program of study.
   • Providing training, support and assistance to faculty and staff on the use of assessment related software as needed;
   • Assisting in the preparation of assessment results for dissemination

2. Assist with the ongoing improvement of the College’s student learnings outcomes assessment process in support of excellence in teaching and learning across the educational enterprise by:
   • Assisting in growing the utilization of assessment related practices and technologies by providing timely technological support.
   • Identifying and recommending resources to support outcomes assessment.
   • Assisting the Director of the Center for Teaching Excellence in assessing and modifying the effectiveness of our assessment processes.

3. Support the Dean of Faculty and Director of the Center for Teaching Excellence in additional projects on an as-needed basis by:
   • Coordinating occasional meetings of faculty and staff groups.
   • Coordinating logistics for the Dean of Faculty in support of the hiring of part-time faculty.
• Coordinating additional projects for the Dean of Faculty and Director of the Center for Teaching Excellence.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Understanding of academic culture.
3. Demonstrate courtesy, hospitality and tactfulness.
4. Strong skills in listening carefully, communicating clearly and working collaboratively.
5. Ability to maintain high levels of productivity and efficiency.
6. Process, document and present information with attention to detail.
7. Establish a high level of organizational skills and ability to remain task-oriented.
8. Demonstrate high level of self-motivation and ability to thrive in an autonomous environment.
9. Demonstrate excellent computer skills.

**Preferred Skills and Knowledge:**
1. Knowledge of academic technologies such as a Learning Management System (LMS), portfolio or assessment product, courseware, and/or student information system.

**Position Code:**
Grade: 3
FLSA Status: Non-exempt