



GEORGIA SOUTHERN UNIVERSITY

University System of Georgia

General Education Assessment Coordinator – Search#65339

Office of Institutional Effectiveness

Georgia Southern University, a member institution of the University System of Georgia, invites nominations and applications for the position of General Education Assessment Coordinator and non-tenure track instructor in the Office of Institutional Effectiveness.

Position Description. Reporting to the Director of Academic Assessment, the General Education Assessment Coordinator is responsible for facilitating and implementing general education assessment strategies through assessment tool development and administration, data collection, statistical analysis, and report writing. Duties will include working with assessment vendors, analyzing assessment reports, and organizing assessment events under the direction of the General Education Council and the Director of Academic Assessment. The position requires experience in research methodology, program or institutional assessment, and the ability to work closely with faculty members with assessment and will be responsible for facilitating and reporting General Education assessment activities and results. The General Education Assessment Coordinator will assist the General Education Council in analyzing and reporting results and will assist departments in reporting and analyzing General Education outcomes assessed in their courses. The successful candidate will coordinate assessment activities with attention to details and perform other duties as assigned. The position is a 12- month non-tenure track appointment, with highly competitive salary commensurate with qualifications and experience.

Essential Qualifications:

- Master's in social or behavioral science, education, educational research or evaluation from a regionally-accredited institution, with coursework in research
- Experience selecting and applying appropriate statistical techniques
- Strong communication skills and proven ability to work collaboratively in a team environment

Preferred Qualifications:

- Experience in assisting with the development of program or institutional-level assessment
- Experience with statistical packages (such as SPSS, and survey software)
- Experience in statistical analysis
- Proficiency in Microsoft Word packages including Excel, Access, Powerpoint
- Experience in teaching or faculty development
- Knowledge of General Education assessment approaches
- Ability to communicate effectively with varying audiences
- Ph.D. with coursework in research and assessment

Screening of applications begins December 1, 2011 and continues until position is filled. The position starting date is January 15, 2012. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities. Applications and nominations should be sent to:

Dr. Teresa L. Flateby, Search Chair, Search#65339
Office of Institutional Effectiveness
Georgia Southern University
P.O. Box 8080

Statesboro, GA 30460
assessment@georgiasouthern.edu

More information about the institution is available through <http://www.georgiasouthern.edu> or <http://academics.georgiasouthern.edu/vpie>. Georgia Southern University seeks individuals who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. Finalists will be required to submit to a background investigation. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Associate Provost.

Georgia Southern University, a member institution of the University System of Georgia, is classified as a Doctoral/Research University. Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, Georgia Southern offers more than 100 academic majors in a comprehensive array of baccalaureate degrees and selected master's and doctoral programs. The University has earned a reputation for providing all of the benefits of a major university with the feeling of a much smaller college. In 2011, Georgia Southern was named the fourth most popular university in the country in the *U.S. News & World Report's* "Top 20 Most Popular Universities." Academic programs are organized within eight colleges: Business Administration, Education, Health and Human Sciences, Information Technology, Liberal Arts and Social Sciences, the Jiann-Ping Hsu College of Public Health, the Allen E. Paulsen College of Science and Technology, and the Jack N. Averitt College of Graduate Studies.

A residential university with a fall 2010 enrollment of nearly 20,000 students, Georgia Southern is one of Georgia's premier universities. One of the top choices in Georgia for new freshmen, including HOPE Scholars, Georgia Southern enrolls an increasingly selective student body representing the United States and nearly 100 nations. The University continues to enhance its academic profile through higher admission standards, an expanded Honors Program, and scholarships for academically talented students.

Georgia Southern University is committed to advancing the State of Georgia and the region through the benefits of higher education, offering both campus-based and a number of on-line degree programs. The University fosters access to its educational programs, provides a comprehensive and fulfilling university experience, and enhances quality of life in the region through collaborative relationships supporting education, health care and human services, cultural experiences, scientific and technological advancement, athletics, and regional development.

The nearly 700 acre park-like campus continues an era of capital construction that has opened new facilities for colleges and academic programs, student recreation and development, university housing, athletics, and public service. The learning environment is enhanced by a museum of cultural and natural history, a botanical garden, a unique wildlife education and raptor center, a performing arts center, the Center for Art and Theatre, and a continuing education and conference center. The University's Division I athletic teams compete in the Southern Conference. The campus is located in Statesboro, a classic Main Street community near historic Savannah and Hilton Head Island.

Within this setting, the Office of Institutional Effectiveness' mission is to support continuous improvement initiatives at Georgia Southern University by providing support for assessment, institutional effectiveness, planning, and accreditation activities to academic and administrative units, guided by a dedication to a culture of continuous improvement.