

Corban University
Position Description

Data Reporting and Assessment Manager

DEPARTMENT:	School of Education and Counseling
REPORTS TO:	Dean of Education and Counseling
SUPERVISES:	Faculty Office Student Workers
FLSA STATUS:	Full Time/Exempt
REVISED:	July 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Data Reporting and Assessment Manager will be responsible for the implementation of the School of Education and Counseling assessment database, including development and implementation of basic training for faculty, university supervisors, cooperating teachers, and students. This position will also be responsible for entry of assessment and student data, production and interpretation of reports.

ESSENTIAL FUNCTIONS:

- Compile and manage program and assessment data, track student documentation on program completion and complete tasks related to the functioning of undergraduate education, graduate education and graduate counseling programs
- Support department data collection by creating, preparing and validating reports for college, state and federal agencies in order to support the continuous improvement process
- Maintain records of data analysis and resulting actions
- Provide continuous student records management in reference to institutional and state licensing requirements, including state license testing records
- Create, maintain, and update systems to track program data ensuring compliance with state regulations
- Work closely with the SOEC Dean and education or counseling faculty with student documentation and program resource management
- Work closely with the Education Placement and Licensing Coordinator in field placement documentation, field experience assessment, and licensure completion documentation
- Work in collaboration with university director of assessment to ensure the School of Education and Counseling is successful in university-wide assessment for on-site education programs, counseling programs and international education programs
- Train cooperating teachers, university supervisors, and students in the use of the online assessment system
- Collaborate with education faculty to ensure student completion of key assessments
- Attend department meetings and School of Education Consortium meetings and compile data reports, as needed. Attend state licensure (TSPC) meetings, as needed
- Gather alumni data through the use of alumni, administrator and cooperating teacher surveys
- Coordinate with education faculty, out-of-state edTPA staff and local edTPA coordinators for the successful implementation of the edTPA assessment
- Act as the liaison between the institution and the edTPA staff

- Support the director of graduate counseling with student internship documentation and assessment documentation
- Supervise faculty office student workers, which includes the hiring, training and scheduling of student workers, budgeting of worker wages, delegating faculty requests and overall success of the student workers
- Manage the faculty office budget
- Oversee the ordering of faculty office supplies
- Troubleshoot basic technology requests with copy machines and printers
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership, office and time management skills
- Experience in dealing effectively with people in scheduling, budgeting, and advising
- Ability to anticipate needs and be a self-starter
- Knowledge of basic math; able to compute routine formulas (percentages, interest, etc.); able to apply concepts of basic algebra and geometry
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Strong written and verbal communication skills; ability to read, analyze and interpret common legal documents; ability to respond to common inquiries or problem-solve; ability to present information effectively to public and/or on-campus groups
- Knowledge of a variety of assessment software programs and familiarity with technology application

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree, preferably in education
- 2-3 years of work in higher education preferred
- Proven experience with data management
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS:

- Traditional office environment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public.

Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send to:

Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316