



Job Specification

Job Title: Manager, University Assessment
BCAT Code:315X BL
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Coordinates and facilitates the technical aspects of the University assessment processes (required for institutional accreditation) for administrative and support units across campus.

Examples of Duties

- Develops, conducts, and analyzes results of surveys and focus groups.
- Interviews focus groups on operational performance of units on campus.
- Facilitates process improvements initiative discussion.
- Coordinates technical operations of the Management Staff Development Services office (internal data collection, internal assessment processes, equipment purchases, maintenance, and software selection).
- Organizes and compiles performance data from units within the division.
- Conducts training and develops needs assessments.
- Designs collection instruments and systems.
- Supervises and trains one full-time staff member.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge or expertise in process methodology and research methodology.
- Effective time management skills.
- Ability to direct the work of others.
- Ability to communicate effectively both verbally and in writing.
- Ability to teach a diverse group of people.
- Proficiency with word, spreadsheet, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in a related field and two years of supervisory/managerial experience; or a bachelor's degree and four years related experience, or a combination of education and experience. Master's degree preferred in a field requiring assessment, quality assurance or research methodology and practice.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.