



Job Title: Assessment and Academic Technology Specialist
Department: AVPAA (Center for Learning Excellence)
Southern California University of Health Sciences (SCU)
Status: Non-Exempt
Time Requirement: 20 hours per week
Reports to: Associate Vice President for Academic Affairs (AVPAA)
Job Summary:

Under the direction of the AVPAA, the Assessment and Academic Technology Specialist, is a member of the Center for Learning Excellence team, serves to support and help implement the SCU Assessment program for faculty members and students and provides direct support for the effective use of academic technology. This position requires strong technology, organizational and assessment knowledge and skills, and a minimum bachelor's degree in education, instructional design or a related field. The Assessment and Academic Technology Specialist should possess strong interpersonal and communication skills, problem-solving skills, ability to multi-task, set priorities, and complete tasks/projects while working independently. This position requires familiarity or previous experience with assessment and academic technology in higher education. The Assessment and Academic Technology Specialist works closely with the University Assessment Coordinator, Academic Support Office staff, Deans, faculty and students to provide optimal learning support resources and programs to the university.

JOB RESPONSIBILITIES

- Provide support and resources to instructional faculty to enhance assessment of student learning. (including, but not limited to, organizing questions, setting up assessments and creating reports)
- Promote appropriate use of assessments and student performance results and reports within the Center for Learning Excellence
- Work with faculty and staff (e.g., ASO, LRC, program administrators) on standardization of input to ExamSoft
- Enter, maintain, retrieve and audit information from the ExamSoft and SofTest systems.
- Assist faculty with transfer of data between ExamSoft and other University data systems (e.g., Jenzabar eLearning, Akindi)
- Help coordinate, create, and deliver training programs for faculty and students on use of assessment technology and tools, including ExamSoft and SofTest.
- Demonstrate technical aptitude and ability to learn new software and technology systems
- Communicate effectively in response to questions from non-technology personnel
- Prepare reports on student and program progress, as needed

- Maintain confidentiality and integrity of instructional and testing materials
- Provide accurate information and timely services and reports to administration, faculty, staff and students
- Serve on university committees as assigned
- Support the university mission through words and actions
- Perform other duties as assigned

Expectations of SCU Staff and Faculty

The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values we aspire to. Further identified are qualities and attributes desirable for employees in general, and faculty and staff members specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual’s passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual’s path to accomplishment. At SCU, grit is “Sprinting the Marathon” we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership

- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities By Category:

1.) They promote positivity and teamwork

- a. They actively work to build up teams and break down silos
- b. They actively work to be part of the solution
- c. They actively work to empower themselves and their teammates, working together in decision making processes

2.) They see how they can affect the bigger picture

- a. They understand how their role helps to build the future of integrative healthcare
- b. They pay attention to the details

Other Essential Job Functions

- In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences are responsible for the following essential job functions:
 - Getting along with co-workers
 - Cooperating with co-workers
 - Responding politely to customers/students/candidates
 - Working as a team member
 - Being able to think quickly and act appropriately in emergency situations
 - Functioning under intense time pressure
 - Working extra hours as required
 - Continuing to perform well under pressure

**SUPERVISION AND
REPORTING STRUCTURE**

Directly reports to the Associate Vice President for Academic Affairs (Center for Learning Excellence) or designee. Also works closely with University Assessment Coordinator, Deans, Faculty, Academic Support Office staff and students.

JOB SPECIFICATIONS

Required: Minimum of a Bachelor's degree in education or related field. Experience in higher education. Knowledge of student learning, educational assessment and reporting.

EXPERIENCE:

- A minimum of two (2) years' experience in an office environment.
- Ability to be self-directed and proactive in identifying potential problems and finding solutions.

- Knowledgeable in Windows based computer applications including the MSOffice suite of applications.
- Strong computer and technology skills
- Experience with (or at minimum aptitude for) ExamSoft or similar assessment management program.
- Strong organizational skills
- Ability to problem solve challenges encountered by faculty and students related to assessment in a timely and effective manner.
- Excellent oral and written communication skills.
- Attention to detail is critical.
- Ability to manage multiple tasks and priorities with constant deadlines.
- Ability to work with minimum of supervision.
- Excellent customer service attitude and skills.
- Professional attitude and appearance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

PHYSICAL QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.