Assessment Support Associate - Curriculum, Assessment and Teaching Transformation
University at Buffalo, The State University of New York

Job Title	Assessment Support Associate - Curriculum, Assessment and Teaching Transformation
Department	Curriculum, Assessment and Teaching Transformation
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 2, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46269
Apply By Email	
Job Description	

Position Summary

The Assessment Support Associate in the University at Buffalo's Office of **Curriculum, Assessment and Teaching Transformation** on the Educational Effectiveness and Learning Analytics team will provide support to assessment efforts for Middle States Commission on Higher Education (MSCHE) and SUNY requirements. In particular, the position will support staff in CATT with the university's MSCHE assessment processes, including university re-accreditation, Comprehensive Program Review, and annual assessment reporting.

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Key accountabilities and responsibilities:

- Provide support to the university's MSCHE steering committee in advance of and during the self-study development and visit.
- Provide administrative support for key assessment activities, including Comprehensive Program Review, annual assessment reporting, and course evaluation, and serve as staff support for the corresponding advisory committees.
- Utilize project management skills in assisting the university transition to a new assessment and tracking system.
- Assist assessment specialist and data learning assessment analyst with pulling data from university systems, the course evaluation platform, and Qualtrics survey results, managing data files, and preparing data for analysis.
- Assist in managing website content related to assessment and UB Course Evaluations.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Curriculum, Assessment, and Teaching Transformation serves a diverse constituency of faculty and staff, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The Office of Curriculum, Assessment, and Teaching Transformation (CATT) at the University at Buffalo promotes educational excellence through support of instructional and learning environments design; assessment of program and teaching effectiveness; and dissemination of evidence-based instructional strategies. Each team within the department supports the mission of educational excellence. Educational Effectiveness & Learning Analytics (EELA) supports program improvements through the program assessment and review process and through student evaluations of teaching. The Teaching Transformation Team supports the effective design of courses and curricula through evidence-based approaches. The Learning Environments & Technologies Team works to establish in-person and virtual learning environments that promote effective teaching and learning. For more information, please visit the **CATT website**.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our **benefit packages**.

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About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Associates degree and two (2) years of related experience.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment.
- Strong working knowledge of MS office applications required including Outlook, Word, Excel, and PowerPoint.
- Exceedingly well organized, possess high attention to detail and display accuracy in all areas of responsibility. Possess and display a high-level of customer service to all constituents.

Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience in a higher education setting.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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