

Assessment Coordinator - Office of Professional
Education
Tufts University

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Posted Jun. 3, 2024, set to expire Dec. 31, 2024

Job Title	Assessment Coordinator - Office of Professional Education
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://jobs.tufts.edu/jobs/20536?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Professional Education (OPE) at Cummings School of Veterinary Medicine in Grafton, Massachusetts supports faculty and student endeavors in the classroom and across campus. The OPE ensures excellence in teaching in collaboration with academic and clinical departments, manages curriculum and program development, facilitates faculty development, maintains student information, scheduling, and grading systems, and provides support for the university learning management system and education tools. The OPE is currently engaged in development and implementation of a new Doctor of Veterinary Medicine (DVM) curriculum that will replace the current curriculum in August 2024.

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What You'll Do

Under the supervision of the Educational Support Manager, the Assessment Coordinator will prepare and deliver assessments for the current DVM curriculum, and for the new curriculum to be launched in August 2024. Assessments include quizzes and examinations included in courses and curricular threads, the Comprehensive Milestone Assessment (CMA) at the end of the second year of the new curriculum, Objective Structured Clinical Examinations (OSCE), and course evaluation reports. The position will handle complex and confidential situations and requests and serve in a highly visible capacity as a resource for students, staff, faculty, and other constituents. Support of assessment activities includes but is not limited to: works closely with all course instructors during the creation of student assessments (exams and quizzes) using ExamSoft and Canvas, including the development and editing of question banks; and assisting faculty with entering grades and evaluations.

Essential Functions as the Assessment Coordinator will be:

- Distribute banked questions and relevant performance data to faculty for their review and approval.
- Contact faculty to receive reviewed banked questions or new questions by the predetermined deadline. Review submitted questions and makes suggested edits if needed.
- Work with the course or thread director to assemble the assessment.
- Coordinate final review of the assessment with the course director.
- Deliver assessments using Canvas (quizzes) or ExamSoft (examinations) and remote proctoring where applicable.
- Provide support for administration of computer-based examinations using ExamSoft and manages the exam formatting and delivery process. This includes:
 - Assisting with the annual ExamSoft set up by keeping class lists up to date in the ExamSoft roster and ensuring the correct Canvas course codes are entered.
 - Working collaboratively with the Registrar to identify and resolve any exam scheduling challenges/conflicts, and with Tufts Technology Services and Library Manager to address any problems with learning and teaching spaces and equipment.
 - Scheduling of exam proctors.
 - Synchronizing grades from ExamSoft to Canvas.
 - Occasionally assist students and faculty with login issues.
 - Training faculty and students.
- Assist the Curriculum Administrator with tagging exam questions to support course and program-level curriculum mapping.
- Assemble the CMA and schedules students to take their written and practical assessments within the summer window between their second and third years.
- Modify the CMA after reviewing question performance data.
- Assemble and administer a retake CMA for students who do not pass the assessment the first time.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through High school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 3+ years of administrative experience, in an educational setting.
- Able to work on-site and in-person at the Grafton campus.
- Excellent knowledge of Word, PowerPoint, and other Microsoft Office programs.
- Ability to prioritize and organize workflow and effectively change priorities and direction.
- Must be an effective communicator with a keen sense of how to maintain excellent relationships.
- Must be committed to a culture of diversity, equity, respect, and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from one's own.

Preferred Qualifications:

- Advanced level of proficiency with Canvas and ExamSoft.
- Preference given to individual with prior work experience in higher education supporting curriculum and learning.

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact