

Comprehensive Program Review and Assessment  
Specialist, EELA  
University at Buffalo, The State University of New York

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Posted Jul. 15, 2024, set to expire Nov. 14, 2024

<b>Job Title</b>	Comprehensive Program Review and Assessment Specialist, EELA
<b>Department</b>	Educational Effectiveness and Learning Analytics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51568">https://www.ubjobs.buffalo.edu/postings/51568</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The **Comprehensive Program Review and Assessment Specialist** in the University at Buffalo's Office of **Curriculum, Assessment & Teaching Transformation (CATT)** on the Educational Effectiveness and Learning Analytics (EELA) team will support annual assessment of student learning and program review for continuous improvement and quality assurance.

#### Key accountabilities and responsibilities:

- Responsible for managing Comprehensive Program Review, including maintaining the schedule of reviews and communicating with deans, department chairs, Academic Affairs

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- leadership, and external reviewers to ensure a smooth review process.
- Support data needs of departments needed for the development of the Comprehensive Program Review self-studies.
  - Develop and maintain a process for supporting departments as they work to address the recommendations receive from external evaluators in collaboration with relevant staff members in CATT.
  - Provide assessment facilitation and support to leadership in academic units.
  - Support program coordinators as they complete and submit annual assessment reports.
  - Support university Middle States Commission on Higher Education Re-Accreditation activities.

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.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **About the Department**

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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 office 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 office of Learning Environments and Spaces works to establish in-person and virtual learning environments that promote effective teaching and learning. For more information, please visit the [CATT](#) website.

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

Bachelor's degree with at least three (3) years of experience in higher education, educational assessment, and/or related field and competencies in the following areas:

- Demonstrated ability to work in a fast-paced environment, to work independently at times and collaborate with others on a data-informed decision-making team.
- Proficiency with Microsoft office applications required including Outlook, Word, Excel, and PowerPoint.
- Exceedingly well organized, possessing high attention to detail and displaying accuracy in all areas of responsibility.
- Possess and display a high-level of customer service to all constituents including 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.

#### Preferred Qualifications

- Master's or PhD degree and (3) years of experience of related higher education experience
- Leadership ability relative to assessment consultation and facilitation in a higher education setting.

#### Contact Information



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

**Contact**

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