

**Senior Assessment Analyst
Brazosport College**

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Posted Sep. 23, 2025, set to expire Oct. 31, 2025

Job Title	Senior Assessment Analyst
Department	Planning, Institutional Effectiveness, & Research (PIER)
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Sep. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
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Senior Assessment Analyst

Posting Number: 70951

Position Type: Administrative/Staff

FTE: Full-time

Department: Planning, Institutional Effectiveness, & Research (PIER)

Job Summary/Basic Function:

The Senior Assessment Analyst is responsible for leading, coordinating, and executing a

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comprehensive assessment strategy to advance the College's institutional effectiveness. This role supports data-informed decision-making, continuous improvement, and alignment with the College's mission and strategic priorities.

- Reports to the Dean of Planning, Institutional Effectiveness, and Research (PIER).
- Collaborates with the PIER team to develop and manage a framework for institutional transformation aligned with strategic goals.
- Actively contributes to the development, implementation, and evolution of the College's strategic plan.
- Oversees college-wide institutional effectiveness planning for academic and service units; provides training and support to departments.
- Guides the creation of assessment plans in consultation with faculty, staff, and student service departments.
- Manages technical aspects of assessment, including database design, data collection, and analysis; serves as primary user and trainer for Nuventive (assessment software).
- Analyzes core curriculum data and works closely with the General Education Assessment Committee to review and communicate results, provide feedback, and guide the entire assessment cycle-from developing student learning outcomes to formulating action plans.
- Organizes and facilitates workshops, seminars, and professional development opportunities focused on assessment.
- Stays current on best practices in assessment and shares relevant knowledge across the institution.
- Champions assessment and program review as tools for enhancing student learning and institutional effectiveness.
- Partners with the Office of Planning, Institutional Research, and Effectiveness to identify and integrate necessary assessment data.
- Reviews program and unit-level assessment reports, providing constructive feedback on strengths and areas for improvement.
- Supports input and maintenance of data for the College's strategic and sub-plans, ensuring Nuventive dashboards remain active and up to date.
- Serves on institutional committees as appointed by senior leadership.
- Maintains consistent attendance and adheres to a structured work schedule to meet institutional demands.
- Fulfills responsibilities in accordance with college policies, procedures, and professional standards.
- Promotes a culture of collaboration and continuous improvement across departments.
- Demonstrates sound judgment and effective interpersonal communication in interactions with colleagues, leadership, faculty, staff, students, and external stakeholders.

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- Completes all required training and professional development activities.
- May work evenings, weekends, or holidays based on project deadlines or special events.
- Performs additional duties as assigned.

LOCATION: Position is 100% on-site presence

Minimum Qualifications:

The minimum qualifications of this position are:

- Master's degree from an accredited institution in Statistics, Education, Organizational Development, Business Administration, Information Technology, Psychology, or a related field.
- Minimum of three (3) years of progressively responsible administrative experience in institutional planning, effectiveness, or assessment in a community college or university setting.
- Proven experience in strategic planning, assessment development, implementation, data analysis, and accreditation reporting.
- Strong commitment to the mission and values of the community college.
- Comprehensive understanding of institutional operations, especially within academic and student support functions.
- Expertise in assessment methodology and administrative best practices.
- Proficiency in accreditation standards related to student learning outcomes and institutional effectiveness.
- Demonstrated skill in accreditation report writing.
- Experience with assessment management systems (e.g., Nuventive).
- Exceptional administrative, communication, interpersonal, and leadership abilities.
- Ability to build and sustain positive, collaborative working relationships with diverse stakeholders.
- Strong organizational skills and the ability to manage multiple complex projects effectively.
- Team-oriented mindset with a customer-service approach.
- Capacity to communicate effectively with internal and external audiences about institutional planning, research, effectiveness, and compliance.
- Strong written and oral communication skills; analytical ability to define problems, gather and interpret data, and present findings.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), email platforms, databases, and internet research tools.

Desirable Qualifications:

Physical Demands:

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Standing, walking, sitting, lifting, carrying, pushing, pulling, reaching, bending, handling, fine dexterity talent, vision, hearing, and talking

Posting Date: 09/19/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 09/29/2025

Special Instructions to Applicants:

1. This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work.
2. Applicants must include a minimum of three (3) professional references in the reference section of the application.
3. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4643>

Contact Information

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

Contact

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(PIER)

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