

**Assessment/Curriculum Administrator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255908>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 16, 2025, set to expire May 4, 2025

Job Title Assessment/Curriculum Administrator
Department Assessment and Curriculum
Institution Central Oregon Community College
Bend, Oregon

Date Posted Apr. 16, 2025

Application Deadline 05/04/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Undergraduate Education
Administration - Other

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Job Description

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Assessment/Curriculum Administrator

Position Number: B1185PD

Starting Wage/Salary: \$75,000 - \$84,000 annually plus exceptional benefits

Close Date: 05/04/2025

Primary Purpose:

The Assessment and Curriculum Administrator provides leadership, coordination, and project

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management of assessment efforts. Responsible for administrative functions related to the College and state curriculum process, including catalog content and production coordination as well as compliance with accreditation standards, State regulations, and financial aid requirements. Collaborates with senior leadership, deans, and academic disciplines to coordinate and refine the discipline and program review process. Supervises the Instructional Systems Specialist position, including hiring, training, evaluation and discipline.

Essential Duties and Responsibilities:

Assessment

- Provide leadership in compliance through knowledge of accreditation requirements and standards at the program and College level and the compliance expectations around the development, documentation and assessment of learning outcomes at the course, program and degree/certificate levels.
- Collaborate with faculty, chairs, and instructional deans in the development, mapping and documentation of student learning outcomes to foster continuous improvement.
- Manage the collection and analysis of assessment data.
- Provide training, project management, and leadership on measurement, assessment, research, and evaluation methodologies relevant to assessing student learning related to academic programs.
- Coordinate the identification, summation and reporting of outcomes assessment information to support program and College accreditation reporting. Manage centralized electronic systems for collecting, storing, and exporting assessment data. Collaborate with the Learning Outcomes and Assessment (LOA) committee to guide assessment efforts across disciplines.
- Coordinate the identification, summation and reporting on improvements made to teaching and learning as a result of outcomes assessment for planning and accreditation efforts. Prepare an annual report on findings.
- Provide primary leadership for the discipline and program review process in collaboration with the VPAA, instructional deans, academic disciplines and administrative units of the College.

Curriculum

- Review and work to improve curriculum format (degrees, certificates, and courses); serve as a resource to faculty and staff on education standards such as writing learning outcomes, determining credits, contact hours, and attendance method, and help craft pre-requisites and

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catalog descriptions as needed.

- Approve curriculum proposals to move through workflow. Coordinate state and local course approval processes.
- Collaborate with instructional deans to manage regular updates to the Oregon State Eligible Training Provider List (ETPL)
- Facilitate the degree and certificate development process. Research labor market information, assist in the creation of new program applications, and help coordinate the degree and certificate approval process both internally and for the State. Keep College informed on curriculum changes.
- Work with the Admissions and Records unit and the Registrars office to ensure accurate communication about new and modified programs and degrees.
- Process catalog content annually. Verify accuracy of and produce catalog information with input from instructional deans, directors, department chairs.
- Schedule, organize, attend and provide context for Curriculum Committee as a non-voting member. Attend and provide context for Academic Affairs Committee regarding curriculum development.
- Collaborate with deans and the executive director of the Center for Business, Industry and Professional Development to research and analyze data to determine needs and advises on programs to develop and programs to sunset due to changes in the regional workforce landscape.

Marginal Job Functions

- Serve on college committees.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Expertise in curriculum and assessment, data analysis, project management, and student learning outcomes.
- Attention to detail, organization, follow-through skills, and high-level problem-solving and administrative skills.
- Ability to plan, organize and prioritize work in order to meet tight schedules and timelines.

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- Ability to interpret, explain and apply knowledge of the college and state regulations, policies and procedures associated with FTE and course and instructor approvals, class scheduling, catalog and schedule production, and curriculum development.
- Strong data entry and database management skills as well as knowledge of word processing and spreadsheet applications.
- Writing skills, interpersonal, and public relations skills.
- Ability to work successfully with managers, faculty, and staff to explain and resolve problems.
- Ability to work cooperatively with, and contribute to, a diverse workplace through ideas or experience.
- Ability to communicate complex and technical information in a manner that reflects positively on the department and College.

Minimum Requirements:

Education:

- Bachelors degree in a transfer or CTE discipline in higher education

Experience:

- Two years college level teaching experience
- Two years experience in any combination of the following:
 - Assessment and/or curriculum and/or instructional design
 - Data analysis, project management, instructional coordination
- One-year supervisory experience.

Preferred Qualifications:

Education:

- Masters degree in transfer or CTE discipline in higher education

Experience:

- Leadership responsibility in assessment and/or curriculum work
- Experience with curriculum management software such as CourseLeaf and Webforms

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The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural 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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