

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)	Administration - Other
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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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