BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Assessment Projects

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: This position has two primary functions. First is to serve as the TK20 administrator, including training of internal users and archivist of all assessment and strategic planning related documents. Second is to serve as a research/assessment specialist carrying out special assignments identified by the direct supervisor and the Managing Director of Institutional Research.

REPORTS TO: Vice President of Institutional Effectiveness

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as the College’s TK20 administrator and the College’s liaison to the TK2- Inc.
2. Performs internal TK20 user trainings, maintains TK20 databases and produces appropriate reports and trouble shooting.
3. Interacts with CIE Assessment Fellows to assure appropriate documents are archived in TK20; enters data to assure completeness of documents in TK20.
4. Properly updates outcomes assessment contents located in the CIE’s website; maintains the electronic and hard copy storage of all assessment plans, reports and workshop materials.
5. Carries out special research/assessment projects as requested by the Vice President of IE or the Managing Director of Institutional Research; collaborates with faculty, staff and administrators to complete projects.
7. Performs additional tasks or duties as assigned by the Vice President of Institutional Effectiveness or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
• Building Relationships
• Project Management
• Organizing
• Planning

**Education:** BA/BS in relevant disciplines is required. Graduate work is desirable and highly recommended.

**Experience:** Five (5) plus years of working in higher education institutions.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**