MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Coordinator of Assessment and Institutional Research is responsible for overseeing university assessment, institutional reporting and research, and program improvement.

ESSENTIAL FUNCTIONS:

• Provide leadership in enhancing, implementing and strengthening a campus-wide assessment plan as it relates to assessing institutional and student outcomes and NWCCU accreditation standards.
  o Work with faculty, staff, and other stakeholders to develop, update, measure, analyze results, make recommendations, and implement needed actions for continuous program improvement.
  o Chair the Assessment Committee.
  o Assist with the implementation of the assessment plan ensuring that appropriate methodology is used leading to reliable and valid results.
  o Assist schools and departments in analyzing data and using the data to make informed program changes.
  o Report university assessment results and planning for improvement.
  o Use Tk20 to track and report assessment outcomes.
  o Provide Tk20 support and training for faculty and administration.

• Oversight of survey processes including but not limited to:
  o Coordination and administration of various administrative surveys and testing including but not limited to:
    ▪ CAAP testing
    ▪ Alumni Survey
    ▪ CIRP and CSS
    ▪ Student Satisfaction Inventory
    ▪ Satisfaction survey for online students
    ▪ Thriving Quotient
    ▪ Spiritual Formation
    ▪ Personal Profile Survey
Information Literacy
  o Oversee and administer all course evaluations.
  o Ad hoc data and information requests from various sources both internal and external.
  o Oversee and implement university research policy for survey requests of the university community.

• Preparation and dissemination of institutional data reports and research including but not limited to:
  o IPEDS
  o US News and World Report
  o Common Data Set
• Support retention planning through analytical modeling and identification of student support needs and targeted services.
• Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
LEADERSHIP
• Ability and desire to work independently yet recognize the need to communicate and work with other individuals and departments.
• Ability to effectively communicate the importance of assessment to University community and rally support for assessment efforts.
• Ability to actively listen and adjust communication style based on end user needs.
• Strong relational competency to communicate in a clear and compelling manner that leads to collaborative working relationships with individual faculty members and academic departments/schools.
• Ability to embrace the mission and view assessment as essential to the mission of Corban University.

TECHNICAL SKILLS
• Mastery level of knowledge with MS Office programs including MS Word and Excel, as well as software needed for data analysis such as SPSS, MS Access, Crystal Reports etc.
• Expert knowledge of data base technology and how it can be used in assessment at Corban University.
• Ability to develop efficient and effective processes using the computer systems so that accurate and helpful information is developed, stored, and disseminated.

REASONING ABILITY
• Ability to define problems, collect data, establish facts and draw valid conclusions; interpret a variety of instructions, some technical in nature.
• Solution oriented with a desire to serve the University community.
• Thorough knowledge of Corban current information and data systems is required.

LANGUAGE SKILLS
• Strong written and verbal communications skills.
• Ability to respond professionally to common inquiries by faculty, staff, or the education and business community.
QUALIFICATIONS AND REQUIREMENTS:
• Bachelors required, Masters preferred.
• Experience in higher education and assessment is required. Data reporting experience such as IPEDS is preferred.
• Evidence of strong leadership and administrative skills.
• Evangelical Christian commitment and lifestyle consistent with the university’s mission as described in our Statement of Faith

WORKING CONDITIONS:
• Traditional office environment. Occasional evenings and weekends. Some extended trips may be required.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school’s history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

To Apply

Interested candidates please submit the following:
• A cover letter of expressed interest addressing relevant experience
• Resume and transcripts
• Brief testimony
• Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email (preferred) to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316