Assessment Coordinator
Alexandria Campus

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Sabine Valley Site in Many and 8) the Ferriday Site.

SUMMARY:
The Assessment Coordinator will assist in managing and coordinating the day-to-day duties related to program assessment and accreditation compliance. The work will require traveling to each campus, meeting with individual faculty members, campus deans, and staff to assist in creating, modifying, recording, and monitoring measurable objectives for each designated program. The Assessment Coordinator will assist in the writing accreditation documentation and yearly reports, reporting results to faculty, staff, and administration. This position will also ensure that each college program meets the requirements on a term basis for completing advisory committee meetings with appropriate documentation. The Assessment Coordinator will be responsible for collecting, maintaining, organizing, and distributing program documentation. The job requires excellent oral and written communication and data organization skills as it focuses on assisting the college in meeting the requirements of accreditation.

DUTIES AND RESPONSIBILITIES:

• Facilitate the development, revision, and tracking of Students Learning Outcomes.
• Coordinate the collection of Students Learning Outcomes.
• Assist with the collection and recording of program/unit outcomes.
• Monitor Occupational Advisory Committees’ recommendations
• Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Strong analytical and organizational skills, detail oriented, and ability to relate to a variety of individuals.
• Excellent written and oral communication skills, time management skills, and the ability to meet deadlines.
• Solid computer skills with experience using word processing and spreadsheet software.

**Required Minimum Qualifications:**

• Bachelor’s degree, in a discipline appropriate to position, from a regionally accredited institution
• 3 year’s work experience with curriculum development, data management and/or assessment

**Additional Requirements:**

A valid Louisiana Driver’s License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Applicants for this position should submit:
1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4) Names and contract information for three work-related references to:

Human Resources
CLTCC
516 Murray Street
Alexandria, LA 71301

Or via email:  hr@cltcc.edu

Applications accepted until position is filled

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*