

Project/Program Manager

Office of Assessment

Academic Affairs

Description: The Project Manager works under the supervision of the Director of Assessment and is responsible for coordinating collection of digital assessment data from units across campus, Access database design, writing code to produce data summaries, and some webpage design. The Project Manager will manage the University's Assessment Management System, including creation of reports using the system, creation of instructional materials for use of the system by students, faculty, and staff, individual and group instruction of faculty, staff, and administrators in the use of the system, and management of archived evidence of learning outcomes. The Project Manager will assist the Director of Assessment in analysis and interpretation of assessment data housed in an Access database and housed in the assessment management system. The Project Manager will assist the Director of Assessment with design and implementation of assessment activities, training of faculty, staff, and administrators in use of the Assessment management System, and quality assurance/quality control of digital assessment data. The Project Manager will assist the Director of Assessment in creation of annual assessment reports, and in the authoring of the Assessment Report (Criteria 4) for accreditation of the University with the Higher Learning Commission. The Project Manager will assist units in preparation of assessment reports to support unit accreditation efforts and perform other duties as assigned.

Minimum Qualifications: Bachelor's degree in computer science. Experience with Microsoft Office (Word, Excel, Access, & PowerPoint) and experience with movement of digital data among multiple computer platforms. Skilled in customer service communication, teamwork, and project timeline management. Masters degree in computer science and experience with an Assessment Management System preferred.

Salary: \$50,000-\$60,000 depending upon qualifications, skills, and experience.

Application Process: Qualified applicants should send an application and resume with the name, address, email address, and telephone number(s) of three references to:

Human Resources Department
University of Arkansas at Pine
Bluff 1200 North University Drive
Mail Slot #4942
Pine Bluff, AR 71601

Deadline for Applications: Applications accepted through September 4, 2015.

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