Assessment Specialist

Houston, TX       Type: Full Time
Posting Date: 10/15/2015

Submit completed CV/Resume and cover letter to hr@na.edu

Salaries are commensurate with a candidate’s experience and education in relation to the salary range established for the position, as well as internal and external considerations.

North American University’s campus will be relocating in June 2016 off of Highway 59 and West Airport Road in Stafford, TX. Applicants should be aware of the geographical location when considering an application to NAU.

Responsibilities

- Complies with and fulfills routine and/or specific internal and external regulations and reporting.
- Retrieves and analyzes data and prepares narratives and statistical reports
- Designs and administers surveys and other data collection instruments
- Supports academic and administrative assessments
- Performs other duties assigned

Required Qualifications

- A Master’s degree from an accredited college or university in Education or the Social or Behavioral Sciences (Sociology, Psychology, Economics), or a related field of study.
- Excellent written and oral communication skills including the ability to review, edit and offer detailed feedback on reports
- An ability to work with diverse constituencies (i.e., faculty, staff, administrators, and students) and group environments
- Proficiency in MS Office Applications

Preferred Qualifications

- Knowledge of assessment and evaluation principles and practices
- Experience in educational assessment and institutional research, or related field in an educational setting
- Knowledge of databases, assessment and statistical software

NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national r ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.