ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA’s Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a wonderful live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Position: Assessment Coordinator (Full-time)  
Job Code: 11213

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

Minimum Qualifications

Master’s Degree from a regionally accredited college or university in higher education, social sciences, administration or closely related field.

Preferred Qualifications

Minimum of three (3) years of experience working in higher education preferably in an academic or administrative unit supporting academic assessment at the institutional, program or unit level.

Competencies

- Strong analytical skills with attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to collect, organize and analyze significant amounts of data.
- Ability to work with various levels of college staffing- faculty, staff, and administrators.

Job Summary

The Assessment Coordinator will oversee college-wide assessment (academic and administrative units) in compliance with Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) standards and assist with program specialized accreditation consistent with the college’s mission and strategic plan. The Assessment Coordinator will report to the Provost.
Assessment Coordinator

Planning, organizes, and coordinates college-wide strategic, comprehensive, and on-going academic assessment activities measuring student learning and student achievement.

Works with academic programs and administrative units to develop annual assessment plans, monitors the progress of assessment measures, reports data findings, and assists academic and administrative units in developing action plans for continuous improvement.

Provides training as well as individual sessions with faculty, staff, and administrators on assessment and accreditation initiatives.

Serves as the College’s Quality Enhancement Plan (QEP) Coordinator.

Collects and reviews assessment data required for program accreditation requirements.

Assists academic programs by providing needs assessment to business and industry to determine viability of potential new academic programs in the college’s service delivery area.

Assists with the College’s Carl D. Perkins Act annual comprehensive needs assessment plan and serve on the college’s Perkins Committee.

Provides assessment reports to the President, Board of Directors, and other college stakeholders to assist with institutional decisions in alignment with the strategic plan.

Other duties as assigned by the Provost.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at JobCenter (easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.