

# Assessment Specialist

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the [Apply for this Job](#) link/button.

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### Posting Details

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#### Posting Details (Default Section)

<b>Job Title:</b>	Assessment Specialist
<b>Campus:</b>	Florham Campus, Madison, NJ
<b>Department:</b>	School of Pharmacy and Health Sciences-Florham
<b>Hiring Manager:</b>	Anastasia Rivkin
<b>Hiring Manager Title:</b>	Assistant Dean for Faculty
<b>College:</b>	
<b>Position Type:</b>	Professional Administrative
<b>Grade:</b>	28
<b>FLSA:</b>	Exempt
<b>Faculty Rank:</b>	No Response
<b>Salary:</b>	Commensurate with experience
<b>Status:</b>	Full-Time
<b>Months Worked:</b>	12 Month
<b>Job Summary:</b>	<p>The Assessment Specialist will assist the Director of Assessment with all assessment activities in the School of Pharmacy. The incumbent will work directly with the Director of Assessment and the Assistant Dean for Faculty to plan and implement learning outcomes assessment within the School. The Assessment Specialist will work with the Director of Assessment, the Dean and the Assistant Dean for Student Affairs and Programmatic Effectiveness to assist in programmatic assessment. The responsibilities of this position will include assisting in the accreditation efforts for the School, and delivery and management of all assessment activities. This position serves as a direct report to the Assistant Dean for Faculty of the School of Pharmacy.</p>
<b>Required Qualifications:</b>	<p>1. Master's degree in health sciences, social/behavioral science, education or related field with experience in assessment and program evaluation, preferably in higher education.</p>

	<p>2. At least two years of professional assessment-related experience.</p> <p>3. Knowledge of assessment processes, student learning outcomes, and accountability issues.</p> <p>4. Advanced knowledge of quantitative and qualitative research design and measurement techniques.</p> <p>5. Demonstrated experience in designing, administering, and analyzing assessment instruments (e.g., rubrics, test blueprints, and alumni surveys).</p> <p>6. Excellent analytical skills required. Experience with assessment activities for pharmacy or other health profession preferred. A good understanding of the health sciences is desirable; and experience with data management (data gathering or storage) or assessment software is a plus.</p> <p>7. Excellent oral and written communication and interpersonal skills with the ability to work effectively with faculty.</p> <p>8. Ability to develop and maintain effective and constructive collaborative relationships with faculty and administration in School of Pharmacy and throughout the University.</p> <p>9. Ability to handle multiple priorities; excellent organizational skills.</p> <p>10. Ability to work independently and as an effective team member.</p> <p>11. Employment is contingent upon a satisfactory background check. Candidates for hire will be required to sign a waiver authorizing the background check and produce a Social Security Card.</p>
<b>Preferred Qualifications:</b>	
<b>Hours Worked</b>	
<b>Posting Date:</b>	09/19/2017
<b>Special Instructions to Applicants:</b>	
<b>Application Types Accepted:</b>	Application for Employment

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Required Documents

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### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Letter of Reference 1
2. Letter of Reference 2
3. Letter of Reference 3
4. Other Document

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