Georgia State University

Job Specification

Job Title: Manager, University Assessment

BCAT Code: 09GX19  Effective Date: April 1, 2007
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates and facilitates the technical aspects of University assessment processes required for institutional accreditation for administrative and support units across campus.

Examples of Duties
- Develops, conducts, and analyzes results of surveys and focus groups.
- Interviews focus groups on the operational performance of units on campus.
- Facilitates process improvements initiative discussions.
- Coordinates technical operations of the Management Staff Development Services office, such as internal data collection, internal assessment processes, equipment purchases, maintenance, and software selection.
- Organizes and compiles performance data from units within the division.
- Conducts training and develops needs assessments.
- Designs collection instruments and systems.
- Supervises and trains one full-time staff member.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge or expertise in process methodology and research methodology.
- Knowledge of word processing, spreadsheet, and database programs.
- Effective time management skills.
- Ability to teach a diverse group of people.
- Ability to direct the work of others.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in a related field and two years of supervisory/managerial experience; or a combination of education and related experience. Master’s degree in a field requiring assessment, quality assurance or research methodology preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.