Program Assistant

Time Limited Employment: Part-time, 20 hours per week for 1 year (12 months) with potential renewal of employment dependent on job performance and available funding.

Application period: Open until filled, full consideration if application is filed by 31 January 2020

Reports to: Department Chair and Assistant Department Chair.

Responsibilities:

• Provide ongoing assistance to faculty in the alignment of certification and program assessments for the purposes of program improvement and accreditation

• Provide ongoing support to faculty in the design of courses for online instruction, working closely with college and university technical support personnel

• Other duties as assigned

Examples (non-exhaustive) list of tasks:

-- Collaborate with faculty to implement innovative, research-based, instructional design as appropriate for course content and graduate students' developmental levels

-- Support faculty in refining online instructional and assessment strategies

-- Support faculty in aligning course assignments and assessment rubrics with accreditation and program improvement science requirements

-- Draft program reports for ongoing improvement and accreditation requirements with faculty guidance and consent

Knowledge, Skills, and Abilities:

1. Knowledge of instructional design and program assessment requirements

2. Knowledge of laws, regulations, policies and procedures relevant to advanced education program accreditation

3. Knowledge of online instructional design research and implementation as appropriate for graduate-level courses and adult learners

Minimum Requirements:

A high school diploma and relevant program assessment and online design experience. A bachelor's degree may be substituted for the required program experience.

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