

## **Part-time position open in the Office of the Provost: Assessment Specialist for the Quality Enhancement Plan (QEP)**

The Office of the Provost is looking for a current UofL instructor to fill a two-year, part-time position to provide support and leadership in the development the assessment component of our institution's next Quality Enhancement Plan (QEP). The QEP program will buy out 50% of the job candidate's instructional time directly to their academic unit.

The [Quality Enhancement Plan](#) is a university-wide, multi-year initiative for improving student learning and/or student success. Developing and proposing a QEP is a component of our institution's upcoming reaffirmation process with the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC), which is committed to quality assurance in higher education.

### **Position Summary**

- Work closely with QEP director, campus leaders and partners to develop the QEP goals, outcomes, implementation plans and assessment protocol in line with SACSCOC expectations and best practices of action research and assessment principles.
- Provide strategic support in the identification, organization, interpretation, and sharing of meaningful institutional data sources to inform the QEP development process
- Produce memos, reports, presentations, graphics, and visualizations as part of the development of the QEP evaluation and assessment plan
- Attend meetings of the QEP Development Committee and assist the director of the QEP in planning and managing committee tasks related to assessment.
- Collaborate with staff in institutional effectiveness and institutional research as part of the QEP development process
- Demonstrate proficiency in applied research design and implementation principles as relevant to the future QEP.
- Provide agile and insightful leadership in finalizing and refining the QEP assessment protocol through the ongoing QEP research and stakeholder input process.
- Work with the QEP director to identify and consult with relevant campus partners and experts to inform the assessment plan. Offer strategic ongoing support to the QEP Proposal drafting, development and finalization\ process.

### **Qualifications**

- Earned master's degree, or higher, in Higher Education, Data Analytics, or related fields.

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- Demonstrated commitment to: student retention and success; supportive a diverse population of learners; working in a participatory and collegial setting; supporting continuous improvement of services; and participation in professional growth activities.
- At least three years of experience in assessment and/or data analysis, preferably in higher education
- Knowledge of assessment practices in student learning and success, including planning and assessing student learning outcomes
- Familiarity with mixed methods research design
- Familiarity with action research design is a plus
- Experience with building logic models is a plus
- Proficient with various technologies, including Microsoft 360 applications, such as MS Word, Excel, PowerPoint, Outlook, Onedrive, Teams, etc.
- Strong interpersonal and written/ verbal communication skills.

### **How to Apply**

Interested candidates should email a cover letter and CV to UofL's QEP director, Dr. Patty Payette ([patty.payette@louisville.edu](mailto:patty.payette@louisville.edu)). Patty Payette is also the person to contact with questions about this position.