

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
PRIOR LEARNING ASSESSMENT COORDINATOR
UNIT IF APPROPRIATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours: Full Time

Salary: \$57,692

Closing Date: June 28, 2013

General Knowledge: Responsible for the Portfolio Program, Connecticut Credit Assessment Program, and Special Assessment Program. Recruits and trains faculty and other experts for each aspect of assessment; Collects relevant data and prepares required reports; Maintains current knowledge of outcomes assessment and prior learning assessment; Evaluates outcomes of programs and identifies areas for improvement; Processes payments to faculty and experts; Performs other duties as assigned.

Preferred Skills and Ability:

Develops, monitors, and carries out procedures and policies for programs; instructs and advises students in the development of portfolios; prepares and presents portfolio development workshops; Develops program literature, print and electronic; Develops networks of institutions for which Charter Oak serves as portfolio assessment provider; Maintains portfolio database and archives.

Special Knowledge:

Assists in program marketing; Prepares and disseminates program literature, print and electronic, including the CCAP booklet; Assists clients to prepare for evaluation; Coordinates site visits; Maintains CCAP database.

Position Summary:

Responsible for the supervision of the Portfolio and Connecticut Credit Assessment programs; the administration of special credentialing programs, the coordination of Special Assessments, and other non-traditional programs. The Coordinator serves on the assessment committee. The position is based on site.

Special Experience: Three (3) years of experience in assessment of college-level learning, including portfolio assessment and competency-based assessment, both academic and skills-based.

Substitution Allowed: N/A

Eligibility Requirement: Master's degree (doctorate preferred) and three (3) years of experience in assessment of college-level learning, including portfolio assessment and competency-based assessment, both academic and skills-based; excellent oral and written communication skills; strong attention to detail, and competency in computer applications.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at www.charteroak.edu/AboutUs/Employment by June 28, 2013. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.