

Eastern Illinois University
Program Coordinator - Assessment & Curriculum

The Office of Academic Affairs at Eastern Illinois University has an opening for a Program Coordinator - Assessment & Curriculum. This individual will be responsible for the support for assessment, curriculum and curriculum development and compliance. The Program Coordinator will attend and take minutes for the weekly Council on Academic Affairs meetings. They will be responsible for posting the minutes which may include changes to prerequisites or changes to class format. Curriculum changes will need to be coordinated with the Registrar and the Graduate School to ensure that they are included in the course catalog. Additional duties may include:

- Archiving biennial program reports
- Working with the Accreditation Liaison Officer to support HLC accreditation.
- Oversee and implement the National Survey of Student Engagement.
- Provide data and analytical support for the Higher Learning Commission related activities and serve as the Vice President for Academic Affairs liaison to Institutional Research.

Required qualifications: Master's degree in any subject matter. Experience in Assessment & Curriculum or higher education is preferred. Competitive applicants will possess outstanding verbal and written communication skills, strong organizational skills and ability to work as a team as well as independently.

Applications: Review of applications will begin immediately and continue until the position is filled. Priority will be given to applications received prior to August 20, 2020. Candidates should submit an application, letter of interest, resume, transcripts, and contact information for four references online at: <https://www.eiu.edu/humanres/applications/login.php>. The Civil Service examination is a credentials assessment. No participation other than the submission of application materials is required from qualified applicants. Upon successful selection of a candidate, all scores will be voided from this Program Coordinator - Assessment & Curriculum register.

For assistance with the application process, please contact Donna Noffke at dmnoffke@eiu.edu.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer -
minority/female/disability/veteran - committed to achieving a diverse community.*