

## **Student Learning Outcomes Coordinator Job Description**

### **Description**

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The Coordinator of Student Learning Outcomes will be responsible for providing leadership and guidance to faculty and staff for the development of Student Learning Outcomes at the course, program, and college level.

The appointment is a 10-month assignment (Academic Year) open to all full-time faculty members and will begin immediately upon selection. The assignment will initially be given one class per quarter of reassigned time. At the end of the first year the responsibilities of the coordinator, the amount of time reassigned, and the length of the assignment will be reevaluated.

The Coordinator is responsible to the Academic Senate's Committee on Curriculum for the development, content, and application of student learning outcomes in the instructional process.

### **Sample Duties & Responsibilities**

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1. Work with members of the college community in developing, promoting, and implementing student learning outcomes at the course, program and college level considering the needs of our diverse student population.
2. Increase the awareness of the standards and expectations of student learning outcomes in the accrediting process at the college
3. Integrate Student Learning Outcomes with other college initiatives such as General Education review and strategic planning.
4. Keep abreast of developments in the field and actively disseminate this knowledge to faculty and staff as needed.
5. Conduct a campus wide forum to introduce a dialogue, generate interest and participation in the dialogue and provide an opportunity for inquiry regarding student learning outcomes.
6. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process.
7. Provide educational and training activities pertaining to the assessment of student learning outcomes for faculty and staff.
8. Serve as a member of the Curriculum Committee.
9. In collaboration with the Office of Institutional Research, promote research pertaining to assessment of student learning outcomes and the use of such data to make improvement in teaching and learning.
10. Document the progress of the past year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas, and use the report to make necessary improvements and adjustments to the assessment effort.

## **Desired Qualifications**

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1. Experience in planning and coordinating college-related activities.
2. Good organizational skills and a demonstrated ability to plan and follow through on projects.
3. Strong written and oral communication skills.
4. Demonstrated knowledge of written SLOs and the SLO assessment and review process.
5. Experience in working on a diverse campus and a demonstrated commitment to cultural competence within an academic setting.

## **Application Deadline**

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Applications are due in the mailbox of the Academic Senate President by 5:00 pm December 10<sup>th</sup>.

Each Applicant will submit a letter of interest and resume describing his/her qualifications and experience in providing college-wide leadership in assessing learning outcomes.