

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Assessment and Curriculum Coordinator

1 Full-time, non-exempt position

*All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE
APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT*

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of College transcripts
- ☐ Resume and Cover letter
- ☐ 3 current letters of recommendation
- ☐ Must have a valid, unrestricted Michigan Drivers' License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
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JOB DESCRIPTION

POSITION: Assessment & Curriculum Coordinator (Full-time; Non-exempt)

DEPARTMENT: Office of Institutional Effectiveness

SUPERVISOR: Director of Enrollment Management & Institutional Effectiveness

SALARY: Grade 12: \$19.29 - 24.13

LOCATION: Wabanung Campus

SUMMARY:

The Assessment & Curriculum Coordinator plays a crucial role in supporting educational excellence, mission attainment, and institutional effectiveness through the coordination and high-level support of assessment, curriculum, and continuous improvement processes. As part of the Office of Institutional Effectiveness team, this person will proactively facilitate a culture of continuous improvement that contributes to the College's effectiveness and student success. The Assessment & Curriculum Coordinator supports the collection, interpretation, and sharing of assessment data and information to make informed decisions and improvements. This position will collaborate with and provide support to various stakeholders to ensure programs and services meet academic and accreditation standards and institutional goals. The Assessment & Curriculum Coordinator reports to the Director of Enrollment Management & Institutional Effectiveness and takes academic direction in terms of curriculum from the Dean of Academic Affairs.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution required with related field in education, curriculum and instruction, or assessment.
- A minimum of three years demonstrated work experience in curriculum and instructional design, assessment, evaluation, and/or quality management principles, methodologies, and tools, including direct and indirect assessment techniques.
- Prior teaching experience required.
- Strong oral and written communication skills essential.
- Must be able to lift 50 lbs. and ability to bend and ability to stand for long periods of time.
- Must be willing and able to travel nationally for professional development.

SKILLS

- Strong analytical and problem-solving skills.

- Understanding of accreditation standards and compliance requirements in higher education.
- Knowledge of curriculum development, pedagogy, and adult learning principles.
- Must possess initiative and flexibility along with excellent interpersonal and consultative skills. Demonstrated ability to engage professionally with diverse groups, including faculty, staff, and students.
- Ability to comprehend organizational structures, operations, and systems.
- Excellent communication skills, including an ability to effectively communicate statistical or technical information to non-technical audiences and present findings/conclusions and implications/recommendations based on factual and objective analysis.
- Able to schedule, prioritize, and finalize activities or reports to meet deadlines.
- Detail-oriented with strong organizational and time management skills. Demonstrated ability to manage multiple projects and respond creatively and rationally to the challenges and pressures of a dynamic and diverse group environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively engage the Anishinaabe identity and mission of KBOCC by modeling cultural values and integrating language in programs and services.
- Stay informed about current trends, research, and best practices in assessment and instructional design through professional development activities, conferences, and networking opportunities.
- *Assessment Management*
 - Develop and manage the implementation of an institution-wide assessment plan for evaluating student learning outcomes across academic programs, general education requirements, courses, and cocurricular/student service units.
 - Develop and/or recommend resources, policies, and procedures for maintaining an effective system of assessment.
 - Chair and provide high-level support to the Assessment Committee.
 - Manages the student learning outcome database.
 - Support the collection of data on student learning and effectiveness to inform programmatic and institutional improvements.
 - Collaborate with faculty, department chairs, and committees to analyze assessment data, identify areas for improvement, and implement strategies for enhancing student learning.
 - Facilitate the academic program review process and provide high-level support to department chairs engaged in program review.
 - Work closely with accreditation liaison officer (ALO), faculty, and staff to ensure compliance with accreditation requirements related to assessment and program evaluation.
- *Curriculum Alignment and Instructional Support*
 - Provide high-level support to instructors and subject matter experts to create, revise, and update curriculum and instructional materials, including the use of LMS technologies.
 - Ensure curriculum alignment with accreditation and educational standards, best practices, institutional mission, and learning outcomes.
 - Manage curriculum mapping and syllabi review processes.
 - Support the integration of culturally relevant content, pedagogies, and

- accreditation standards into course materials and instructional practices.
- Support the curriculum committee's approval and review processes for new programs and curriculum changes. Make recommendations for improvements to processes and policies.
- **Professional Development, Training, and Support**
 - Provide training and support to faculty, staff, and departments involved in the assessment process on assessment procedures, curriculum alignment, and use of LMS and other technologies.
 - Serve as a resource for faculty and staff seeking guidance on incorporating assessment results into instructional planning and student support services.
- **Institutional Effectiveness**
 - Collaborate with institutional effectiveness staff to collect data, prepare reports and dashboards, and ensure the integrity and accuracy of assessment and curriculum data.
 - Assists institutional effectiveness staff in implementing regular program evaluation activities such as graduating student surveys/interviews, alumni surveys, student surveys, faculty and staff surveys and other projects as needed.
 - Assist with the coordination of strategic planning initiatives.
 - Assist with accreditation processes, including submission of updates and reports, self-studies, and site visits.
 - Perform other duties as assigned.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- | | |
|--------------------------------|---------------------------------------|
| ● Crimes of violence | ● Crimes against persons |
| ● Sexual assault | ● Offenses committed against children |
| ● Exploitation | ● Child abuse or neglect |
| ● Contact with or prostitution | ● Molestation |

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Internally posted until May 23, 2035 @ 4:00 p.m.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit all required information to:

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