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Oklahoma State University Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions.

Employee Details

Employee First Name

Employee Last Name

Position Information

Item Number

Approved Position Title: Mgr Curr & Assess

Proposed Class Code/Title: 5057

Department: AE C5501 - DEAN OF VETERINARY MEDICINE

Position Type: Staff

Exceptional working conditions:

Please list the job titles and number of employees supervised.

Proposed Hiring Range: \$3,267 - \$4,892 / monthly

Payroll Type: Monthly

REQUIRED:

Describe any exposure to physical danger and/or environmental hazards:

Describe any physical requirements: *(lifting and repetitive motions)*

Degree: Bachelor's

Field of Study: Education or closely related field

Experience: Four years' experience and formal training in assessment, educational measurement and/or program evaluation.

Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses required as a prerequisite of employment.

Skills, Proficiencies and Knowledge Please list the skills, proficiencies

and knowledge needed to perform the essential duties of the position.

PREFERRED:

Degree: Master's

Field of Study: Education or closely related field

Experience: Five years' experience and formal training in assessment, educational measurement and/or program evaluation.
Experience and/or formal training in curricular design and development.
Experience and /or formal training in faculty development.

Faculty Appointment Length: No Response

Hiring Official Name:

Hiring Official Phone:

Staff Appointment Length: Further Notice

Hiring Official Email:

Search Committee:

FTE: 1.00

Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses preferred as a prerequisite of employment.

Position number: AS9615

Skills, Proficiencies and Knowledge Please list the skills, proficiencies and knowledge preferred to perform the essential duties of the position.

Eligibility for Benefits: Full Benefits

Advertised Pay Range:

Please indicate the race, sex, salary and date vacating for the person leaving this position:

Start date:

Appointment dates:

End date:

Job Summary: Under the direction of the Associate Dean for Academic Affairs, this position will oversee all curricular, student assessment, and outcome

activities for the Center for Veterinary Health Sciences at Oklahoma State University. Additional responsibilities include assisting in curriculum improvements based on current literature, assessment and identified outcomes; and assisting in faculty development in education. Collaborate with CEIC Committee. Maintain & provide data for Council on Education Accreditation site visits. This position will require working closely with students, faculty, staff and administration, and maintaining a collegial and professional work environment. All other duties as assigned.

Department address:

205 McElroy Hall
Stillwater, OK 74078

Immediate Supervisor:

Supervisor's Telephone Number:

Supervisor's Title:

Associate Dean for Academic Affairs

Position Number of Supervisor:

Background Check Type:

Criminal History Records Check

If Other, please specify:

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hunt, Duane
Warner, Carey

Department Preferences:

Justification:

Starting Pay

I hereby certify that the recruitment effort followed University Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, national origin, veteran status, or disability was not considered among the factors which led to the choice of the person selected to fill position. Records of all recruiting efforts (Applications, personal contracts, publicity, and telephone call records) will be kept for three years. Additionally, I affirm that adequate reference checks have been conducted regarding the professional qualifications and credentials of the applicant.

Major Responsibilities

1 Record**% of
Time****Responsibility / Duty**

100 Under the direction of the Associate Dean for Academic Affairs, this position will oversee all curricular, student assessment, and outcome activities for the Center for Veterinary Health Sciences at Oklahoma State University. Additional responsibilities include assisting in curriculum improvements based on current literature, assessment and identified outcomes; and assisting in faculty development in education. Collaborate with CEIC Committee. Maintain & provide data for Council on Education Accreditation site visits.

This position will require working closely with students, faculty, staff and administration, and maintaining a collegial and professional work environment. All other duties as assigned.

Working Conditions

No Records Found

Additional Responsibilities

No Records Found

Education and Experience

Date *Signature of Supervisor*

Date *Signature of Hiring Authority* *Name and Class Title*