

Specialist, Faculty Evaluation

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 232001

Job Series/Job Family: Academic Program Support Series / Faculty Development & Evaluation Family

Reports To

Supervisor, Faculty Evaluation

Job Purpose

To provide assistance and oversight of the faculty evaluation processes including tracking, maintenance, and processing of faculty evaluations.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Scans evaluation forms, verifies responses, researches errors. Oversees the work of others and checks the exactness and quality of scanned evaluation records.
2. Researches and problem solves issues related to processing evaluations, software and hardware used in scanning and evaluation processing and storage. Assists others with using evaluation software programs.
3. Provides written reports on progress status, problems, and issues related to the evaluation processes.
4. Works closely with the Information Technology Department for electronic problems and improvements. Works with evaluation software vendor to resolve problems.
5. Assists Faculty Evaluation Supervisor in the creation of evaluation calendars.
6. Works with Faculty Evaluation Supervisor to identify and resolve resource constraints with regard to hourly labor and consumables used to support evaluation processes.
7. Tracks receipt and processing of evaluations, new faculty hires and terminations and online evaluation participation. Receives, reviews, and maintains departmental records and documents.
8. Coordinates the daily processing work flow, including training new hourly employees. Maintains process integrity through the creation, maintenance, and monitoring of process tracking logs.
9. Follows disaster recovery protocols for archiving evaluation data, both physical files and computer based data. Insures compliance with State of Texas record retention requirements. Coordinates transfer of archival data from the Evaluation Office to Records Management.
10. Responds to and/or directs inquiries in person, email, and/or telephone. Provides information regarding the faculty evaluation program, processes, and related issues.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Scanning processes and techniques.
- Faculty evaluation processes.
- Office procedures and practices.
- Data tracking processes.
- Organized record keeping processes and practices.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional evening and weekend work during peak season.
- Occasional public speaking and presentation of ideas and materials.
- Planning, process assessment and problem solving.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills and maintaining exacting accuracy in repetitive processes over long periods of time.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills***Required***

- Demonstrated proficiency using standard office software applications at an intermediate level or higher, including Microsoft Office/Excel.

Preferred

- In depth experience working with Microsoft Access.

Physical Requirements***Required***

- Frequent lifting of objects up to 50 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in office environments.

Work Experience***Required***

- Two years work experience in related field.

Preferred

- More than one year managing and maintaining a large, complex database.
- Experience with scanning equipment and processes.
- Experience processing performance evaluations and tracking information in a higher education setting.

Education***Required***

- Bachelor's degree.

Safety***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.