

## Assessment and State Authorization Support Specialist

**Position Start Date:** January 12<sup>th</sup> (Spring 2026 semester)

**Compensation:** 20 hours/week with full tuition

**Application Deadline and Contact Information:**

Applications are due by the end of the day on Friday, November 14<sup>th</sup>. Please submit applications to [Chad.Bebbee@unco.edu](mailto:Chad.Bebbee@unco.edu) and [Jake.Henderson@unco.edu](mailto:Jake.Henderson@unco.edu).

### Position Overview:

The Division of Academic Effectiveness promotes learning across all levels of the university through assessment and accreditation, faculty support and development, and comprehensive instructional design services. The guiding values of the Division of Academic Effectiveness are:

- Student learning outcomes and experiences are the primary measures of success and effectiveness.
- Programs, services, and operations are responsive to campus stakeholder needs and interests and advance the university's mission.
- Equity and inclusion are infused through everything we do.
- Evidence-based practice and data-informed assessment guide planning, implementation, and evaluation of all programs, services, and operations.
- Resource decisions focus on maximizing efficiencies and impact.

This graduate assistantship will support key functions within the Division of Academic Effectiveness:

#### **Assessment:**

The GA position supports UNC's assessment processes to gather, organize, and utilize student learning outcomes data. UNC's academic programs collect and report student learning outcomes data to ensure high-quality academic programming. UNC is accredited by the Higher Learning Commission (HLC), which requires accredited institutions to use student learning data to advance the quality and effectiveness of academic and co-curricular programs. The Office of Assessment is charged with designing, supporting, maintaining, and ensuring the effectiveness of UNC's student learning outcomes

assessment processes and assisting the Office of Academic Effectiveness to collect, organize and prepare documentation and other forms of evidence to ensure UNC is meeting accreditation criteria requirements.

### **State Authorization and Professional Licensure Compliance:**

This position supports UNC's compliance processes concerning distance education and professional licensure programs. As a participating institution in the State Authorization Reciprocity Agreements (SARA), UNC collects and annually reports data concerning distance education activities to maintain participation. Additionally, UNC must abide by federal regulations concerning professional licensure programs to maintain eligibility for offering federal financial aid. This includes identifying, documenting, and summarizing state-level educational requirements to determine whether UNC's programs would satisfy licensure requirements upon program completion. Both areas support UNC's ability to offer distance education and maintain eligibility for federal financial aid.

## **Specific Responsibilities:**

### **Office of Assessment**

The position supports UNC's assessment office to gather, organize, and report on the results of student learning outcomes among academic programs. The graduate assistant will be responsible for maintaining assessment-related documentation in SharePoint and will assist the director in coordinating communications, meeting agendas, regular office tasks, and scheduling. The position will introduce the GA to the day-to-day practical aspects of academic program assessment, data reporting, and project management.

### **State Authorization Reciprocity Agreements (SARA) Annual Data Reporting**

This role provides a support function for UNC's annual SARA data reporting, including updating and managing survey construction and contact lists necessary for survey dissemination during each Spring semester. This includes functions such as updating survey items, testing survey logic, and use of downloadable files, etc. Additionally, this role supports the reporting process by managing and collating data in line with SARA requirements.

### **Professional Licensure State Research:**

This individual supports ongoing licensure compliance activities that are required for UNC's ongoing ability to offer federal financial aid. This work involves conducting legal

research for each of UNC's professional licensure programs and disciplines for each state, including identifying and documenting relevant legal language and policy documents, comparing program curriculum to these state requirements, and summarizing this determination with a strong rationale rooted in available evidence.

## **Key Skills:**

This work requires an interest in learning new concepts, a high degree of flexibility, independent time management and decision-making, and a keen attention to detail. This work would be an excellent fit for those with an interest in compliance and data reporting, program evaluation, learning assessment, institutional accreditation, or who desire experience in reading and applying legal language, such as federal regulations, state statutes and administrative rules, and other policy language.

## **Required Qualifications:**

- Significant organizational skills and ability to manage and update large amounts of documentation (text, website links, and links to statutes, rules/regulations, etc.)
- Excellent attention to detail
- Critical thinking and independent decision-making
- Ability to articulate rationale for decisions given available evidence
- Flexibility and high tolerance for ambiguity

## **Preferred Qualifications:**

- Familiarity with Microsoft Office products, especially SharePoint and Excel
- Familiarity with Qualtrics survey creation and data management