

# Director for Curriculum, Assessment, and Compliance

Essential duties/responsibilities include but are not limited to the following:

## Curriculum & Assessment

- Coordinate compliance processes of curriculum development and transfer internally with Deans and Assistant Deans, and TAG/CTAG/ITAG/OTM's with the Ohio Department of Education (ODHE) externally
- Liaison to ODHE and the Higher Learning Commission (HLC)
- Coordinate curriculum and assessment activities with the chairs of the assessment and curriculum committees, and faculty and staff.
- Work with the chair of the assessment committee to develop ongoing assessment strategic plan
- Maintain the assessment and curriculum handbooks and websites
- Collaborate with academic offices and facilities in the development of measurable objectives, indicators and benchmarks of academic quality
- Other duties as assigned

## Compliance

- Develop, maintain, and coordinate compliance calendar for the College
- Monitor the Digarc system
- Coordinate and edit College catalog
- Coordinate program and certificate funding with the Financial Aid department
- Develop and coordinate required reporting materials for HLC and ODHE
- Other duties as assigned

## Data Management

- Oversee Perkins grant
- Serve as Institutional Review Board (IRB) chair and maintain IRB practices and procedures
- Oversee administration of student surveys
- Oversee implementation and use of assessment surveys

- Maintain student complaint system for the College
- Collaborate with various academic departments to design, conduct and analyze data to support planning, program review process, budget, decision-making, accountability and continuous improvement
- Serve as primary link between the academic structure and the IT/IS departments
- Other duties as assigned

## Qualifications

**Education:** Master's Degree in higher education, organizational leadership or field related to position.

## Essential Qualifications:

- Three years' experience in higher education
- Knowledge of course transfer among higher education institutions
- Knowledge of Higher Education policy, practices, and procedures
- Knowledge of statistical data systems

## Desirable Experience

- Curriculum and assessment experience
- Ohio Department of Higher Education course transfer database and systems

Review of Resumes to begin 10/16/23  
and until filled  
(Posted 10/2/23)

**North Central State College is a great place to work. We offer:**

- Working hours to enhance your life:  
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.  
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



## North Central State College

Please express your interest in this position by submitting a letter of application and resume:

**[www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)**

or send to:

NORTH CENTRAL STATE COLLEGE  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906