



Western Kentucky University
Student Assessment Coordinator
Department of Student Affairs

Position

Western Kentucky University (WKU) seeks an individual to serve as the Student Assessment Coordinator in the Department of Student Affairs. This is a 12-month, full-time regular position that will begin August 1, 2012. WKU has a student population of over 20,000 students and is located in Bowling Green, KY, approximately 60 miles north of Nashville, TN.

Responsibilities

The purpose of the position is to work with diverse student populations (e.g. minorities, women, non-traditional students) served in community colleges and four-year institutions. The position requires the ability to conduct research, develop grants, work with faculty in the WKU Master's program, and work with program faculty to operate, evaluate and continue to develop the program at WKU. The successful individual is expected to achieve appointment to the graduate faculty, to be active in professional organizations and in university service, and to mentor graduate students.

Minimal Required Qualifications

- Master's Degree
- Two years of experience working with students in higher education
- Any equivalent combination of experience, training, and/or education may be considered.
- Knowledge of grant development
- Ability to conduct research and implement findings
- Excellent written and verbal communication skills
- Detail-oriented and self-motivated individual.

Salary Grade: 107

Salary Range: \$38,000 - \$42,000

Applications for employment will be accepted electronically only. Interested candidates must submit a letter of application, current resume, and names, addresses and daytime phone numbers of three professional references using the online application process. Please refer to the following website to apply: <http://asaweb.wku.edu/wkujobs>. For further assistance call (270) 745-5934. Please reference requisition number S___. For full consideration, submit application materials on or by June 30, 2012. Position will remain open until filled.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745- 5121, a minimum of five working days in advance.

Guidelines for Position Announcements

Diversity is an important factor in all searches; therefore, we recommend cultural competency expectations be included in the search process inclusive of the position announcement, interview selection, and proposed hire evaluation. Examples are included in the *WKU Search Guidelines (2008)* and utilized on a consistent basis.

Although it is important to include diversity-related information at the beginning or end of a position announcement, The Office of Equal Opportunity/Affirmative Action/University ADA Services also encourages cultural competencies and diversity expectations be included within the body of the job announcement and include statements such as, but not limited to, the following:

- Applicants should have evidence of commitment to multicultural research and effective teaching to a diverse student body.
- Applicants should have experience and professional objectives related to equity, diversity efforts and accomplishments and its relation to multicultural environment.
- Applicant should demonstrate experience and commitment to mentoring all students, to include female students, students of color, and students with disabilities.
- Require excellent written and oral communication skills, along with the ability to operate effectively in a diverse multi-ethnic/multicultural environment.
- Successful candidate characteristics include respect of individual efforts and contributions, inclusiveness and collaboration, responsiveness, and accountability to our community.
- We seek candidates interested in working with us to educate our students to meet the needs of an increasingly diverse, multicultural, technology-driven society.
- Successful candidate characteristics also include a commitment to gender equity and inclusion of minority groups.
- The successful candidate will promote multicultural education and awareness.

This information may be helpful and should be adopted when preparing the position announcements and other evaluative tools used during the search.