ADAMS STATE UNIVERSITY
EXTENDED STUDIES
QUALITY ASSURANCE SPECIALIST
Position #A3C004

Position Description:

This is a twelve-month exempt position reporting to the Director of Academic Quality Assurance for Extended Studies. We seek enthusiastic individuals who share our dedication to excellence. The individual in this position is responsible for implementing administrative processes related to faculty and course approvals, in addition to using course management databases and processing course evaluation reports. The Quality Assurance Specialist works closely with instructors, Extended Studies program managers and directors, and Quality Assurance Unit team members.

The following are major job responsibilities:

- Format and proofread course study guides and syllabi.
- Communicate and clarify approval processes to current and potential instructors.
- Interface with Academic Instructional Technology Center staff to provide instructors with necessary training and tools for online delivery of instruction/instructional materials.
- Provide course development assistance to Extended Studies instructors.
- Use and maintain a variety of data management systems; input data, update and file documents.
- Participate in cross training and integrated work with other QA unit staff.
- Support the Quality Assurance Unit administrative processes.
- Other duties as assigned.

Qualifications:

Required:

- Bachelor’s degree in business, communications, English or related field.
- Minimum of one (1) year experience in related post-secondary education or project management field.
- Excellent communication skills, including but not limited to: written, telephone, email and face-to-face communication.
- Experience in editing and formatting word-processed documents.
- Technological proficiency in all or most of the following applications: word processing, database and spreadsheet software, Banner information systems, online course learning management systems and email.
- Ability to respond promptly and professionally to internal and external requests including but not limited to: adjunct instructors, academic department staff and administrators, and Extended Studies staff.
- Demonstrated problem-solving skills.
- Demonstrated organizational skills.
- Flexibility and self-initiative to take on new tasks.
- Ability to work independently, including establishing and meeting deadlines.
- Ability to work effectively as a team member.
- Ability to perform the above job responsibilities.

Preferred:

- Additional years of experience in related post-secondary education or project management field.
- Technology applications proficiency in Blackboard online course learning management system.
- Experience assisting faculty/instructors with course related needs or issues.
- Experience with administering quality assurance processes.
Salary and Benefits:

$32,000-$36,000 based on education and experience.

Applications:

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from each institution of higher education attended; official transcripts required upon hiring.

Send applications to:

Tracey McMichael
Search Committee Chair
Extended Studies
Adams State University
208 Edgemont Boulevard, Suite 3000
Alamosa, CO 81101
E-mail: t_mcmichael@adams.edu
Telephone: 719-587-7671
Fax: 719-587-7974

Adams State has adopted background screening for its prospective employees. Offers of employment will be contingent upon the completion of an acceptable background check.

Review of completed applications will begin 4/1/2015 and continue until the position is filled.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.