



Assistant Director of Curriculum Design and Assessment Specialist

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is one of the most diverse in New York City and the nation: 28% of students identify as Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Position Summary:

Reporting to the Director of the Center for Advancement of Faculty Excellence (“CAFÉ”) within the College’s Office of Academic Affairs, the Assistant Director of Curriculum Design and Assessment Specialist will support the College’s efforts to create and maintain engaging, inclusive, and relevant academic programs that are designed for student success.

The Assistant Director will bring expertise in curriculum and course design, curricula revision, and assessment of course effectiveness and will provide faculty with the information and guidance needed to adhere to College policies, as well as New York State Education Department (“NYSED”) regulations, Middle States Commission on Higher Education (“MSCHE”) accreditation, and other discipline specific standards when preparing curricular materials. The Assistant Director will assist the College’s academic departments with document preparation, review of new curriculum design, and the creation of course-level assessments while working closely with other College constituencies, including, but not limited to, the Academic Dean’s office, the Office of Institutional Effectiveness, the Office of Online Learning, the College’s Curriculum Committee, and the faculty. In keeping with our commitment to student success this role will consider the student as a whole with all of the complexities, experiences, challenges and needs they have in order to be successful.

Duties and Responsibilities:

- Provide guidance for faculty working on curriculum and course design and ensure curriculum design is accurate and current.
- Collaborate with faculty and the Office of Diversity, Equity, and Inclusion to ensure program and course designs are inclusive.

- Focus on course design that is innovative and flexible and equity minded paying attention to retention.
- Ensure faculty have the information and support needed to submit effective proposals to the Curriculum Committee and help faculty revise materials based on the Committee's feedback.
- Assist the Curriculum Committee with the creation and maintenance of protocols, templates, rubrics, records, and archives related to the curriculum review process.
- Collaborate with faculty and the Office of Institutional Effectiveness to develop, evaluate, and improve course level assessments of student learning.
- Assist the Office of the Registrar and the Academic Dean's office with catalogue updates related to curriculum changes and policy and ensure that the College catalogue reflects accurate policy and curriculum information.
- Assist the Office of Online Learning and Program Development with the integration of College policies, distance education policies, NYSED regulations, MSCHE accreditation and other discipline specific standards as it relates to new degree programs.
- Assist the Office of Institutional Effectiveness and the College's Title III Coordinator with the collection and review of assessment data.
- Support the work of the College's Center for the Advancement of Faculty Excellence
- Perform all other duties as assigned.

Qualifications:

- Master's degree required; PhD preferred.
- Demonstrated experience designing and evaluating academic programs.
- Demonstrated ability to create and implement assessment measures to support the improvements of educational programming, including analyzing qualitative and quantitative data for data-informed decision-making.
- Ability to train faculty on effective, innovative, student-centered academic program design and assessment that emphasizes educational equity.
- Excellent interpersonal, verbal, and written communication skills in-person and through various technologies.
- Culturally sensitive, caring, and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.
- Demonstrated ability to work effectively and inclusively with diverse constituents at all levels within the College and externally.
- Capable of design with a focus on opportunity, retention, and success.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by clicking [here](#).