



Marshall B.
KETCHUM UNIVERSITY

Assessment Coordinator

JOB SUMMARY

The Marshall B. Ketchum University College of Pharmacy is seeking to hire a motivated, high energy and great multi-tasking individual who will primarily assist the Assistant Dean for Assessment in maintaining the daily operations of the Office of Assessment. In addition, this position will report to the Chair, Department of Pharmaceutical Sciences (DPS) to streamline workflow within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be proficient in managing and administering different assessment activities that are outlined in College of Pharmacy's assessment plan (e.g., HSRT-N, PCOA, AACP surveys and quarterly course/faculty evaluations)
- Conduct "one-on-one" training sessions with faculty
- Assist faculty members on how to map questions, import questions, creating/posting assessments
- Be proficient in transcribing data
- Assist students with trouble shooting
- Be proficient in generating of charts and graphs for use in assessment, accreditation, and department reports
- Helping the Assistant Dean for Assessment and DPS Chair in formatting reports
- Maintain regular schedules and managing appointments for the Assistant Dean for Assessment and the DPS Chair
- Be proficient in taking meeting minutes with correct grammar and punctuation

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In depth knowledge of routine softwares (e.g., MS Word, MS PowerPoint, MS Excel and Outlook)
- Ability to learn and manage pharmacy specific softwares
- Excellent verbal/written communications, organization and interpersonal skills
- Ability to multitask, adjust priorities, maintain confidentiality and function as a team player
- Flexibility for occasional evening or weekend work assisting with preparation and execution of various College of Pharmacy events

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- A Bachelor degree is required
- Minimum one to three years of prior administrative support experience is preferred

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-

site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.