

**Staff Specialist for the Center for Teaching and Learning (CTL) and Undergraduate Assessment**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Staff Specialist for the CTL and Undergraduate Assessment will assist the Associate Director for Teaching and Learning and the Director for Assessment in a coordinated program of activities related to supporting faculty in developing assessment plans for the undergraduate program, understanding assessment data, and implementing strategies to improve teaching and learning. The Staff Specialist will also work closely with the Duke Kunshan University Assessment Committee to analyze assessment data and prepare informative assessment reports for the development of future assessment strategies, and in preparation for accreditation reviews by the Ministry of Education, China and the Southern Association of Colleges and Schools, USA.

**Reports to:**

The Director of Assessment and the Associate Director of the Center for Teaching and Learning

**Essential Duties:**

- Assists with or offers workshops, events, and one-on-one consultations on teaching, learning and instructional technology and classroom observations.
- Assists faculty in developing student learning outcomes and designing appropriate outcome assessment mechanisms.
- Provides guidance to faculty on interpreting and applying assessment results to improve student learning.
- Implements surveys and user testing for teaching and learning.
- Facilitates student focus group interviews; collects and analyses data and helps the CTL understand student needs.
- Assists in interpreting SACS accreditation principles and MOE regulations.

- Coordinates the Assessment Committee meetings, takes minutes and assists the Assessment Committee with preparing assessment plans and reports.
- Assists with analysis and visualization of assessment data and in writing assessment reports.
- Other duties as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- A Master's degree in higher education or related fields (required).
- Post-degree, relevant experience (preferred).
- Effective interpersonal and communication skills and ability to explain technical details.
- Strong hands-on data analysis and visualization skills and experience in one or more of the following: SPSS, Dedoose or NVivo, and Microsoft Excel, Tableau or SAS.
- Good English (required) and Chinese (preferred) oral and written skills.
- Ability to contribute to a team effort.
- Logical approach to problem solving.
- Ability to learn and apply new skills and techniques.