



POSITION:

Coordinator, Quality Enhancement Plan (QEP), Writing Through Revision

REPORTS TO:

QEP Director

CLASSIFICATION:

Salaried, full-time

JOB SUMMARY:

The Coordinator of the Quality Enhancement Plan (QEP) provides support to the QEP Director in the execution and evaluation of the QEP as part of the University's SACSCOC accreditation reaffirmation. Spalding's QEP, "Writing through Revision," is focused on enhancing student engagement in the writing process across the curriculum. The coordinator reports to the QEP Director.

JOB DUTIES:

- Provide general support to the Director in the execution and evaluation of the QEP
- Assist in the collection, management, analysis, and evaluation of data related to the QEP
- Contribute to quantitative and qualitative reports provided to the university community and SACSCOC
- Coordinate QEP-related efforts in collaboration with other university offices
- Assist in using institutional data to creatively reassess pedagogical initiatives

MINIMUM QUALIFICATIONS:

- Bachelor's degree required
- At least 1 year of demonstrated experience in data collection, management, analysis, and assessment

PREFERRED SKILLS AND EXPERIENCE:

- Master's degree preferred
- Demonstrated experience using qualitative and quantitative evaluation methods
- Demonstrated ability to work collaboratively
- Strong written and oral communication skills
- Experience teaching writing at the high school or college level
- Demonstrated experience in faculty or student support roles
- Experience working in higher education

CONTACT:

To apply, please submit your resume along with a letter of interest electronically to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.