Associate Assessment Developer

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Type: Full-Time
Salary: $58,800 - $88,200 per year
Posted: 9 days ago
Category: Assessment, Accreditation, and Compliance
Military
Job Type: Full time

Job Number: JR-024696

Location: Salt Lake City, UT
If you're passionate about building a better future for individuals, communities, and our country-and you're committed to working hard to play your part in building that future-consider WGU as the next step in your career.

Driven by a mission to expand access to higher education through online, competency-based degree programs, WGU is also committed to being a great place to work for a diverse workforce of student-focused professionals. The university has pioneered a new way to learn in the 21st century, one that has received praise from academic, industry, government, and media leaders. Whatever your role, working for WGU gives you a part to play in helping students graduate, creating a better tomorrow for themselves and their families.

The salary range for this position takes into account the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

At WGU, it is not typical for an individual to be hired at or near the top of the range for their position, and compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current range is:

Grade: Faculty 504 Pay Range: $58,800.00 - $88,200.00

Job Description

The associate assessment developer (associate AD), while under the direction of assessment developers and leadership, is responsible for the development and maintenance of Western Governors University's (WGU) objective and performance-based assessments. This individual facilitates design and development workshops using industry best practices to ensure assessment validity and reliability. The associate AD will assist in identifying areas of opportunity to ensure effective and quality-driven processes.

Job Profile Summary:

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Essential Functions and Responsibilities:

- Manages the design and development process for objective and performance assessments, including milestones and timelines, and tracks progress.
- The associate AD will communicate project status updates to cross-functional teams and stakeholders.
- Organizes and facilitates workshops for internal assessment development and review.

- This individual will oversee subject matter expert involvement in the design, development, and review processes and validate an assessment's congruency and accuracy.
- Maintains assessment design and development standards to ensure assessment integrity.
- Identifies and notifies leadership of risks that may affect the quality or on-time delivery of assessments.
- Collaborates with the assessment team and departmental leadership to execute assessment policies, processes, and best practices.
- Associate AD ensures alignment and consistency of assessments to WGU's business objectives.
- Develops and implements item- and exam-level scoring guidelines and validates the successful implementation of these guidelines.
- Participates in the assessment QA processes, identifying and resolving issues and trends, as required.
- Executes plans to maintain exam performance and implement necessary quality improvement adjustments throughout the exam lifecycle.
- Participates in a cross-functional team to implement exam security measures.
- Performs other related duties as assigned.

Knowledge, Skill and Abilities:

- Ability to facilitate groups and meetings in person and remotely.
- Strong written, oral, presentation and interpersonal skills.
- Strong organizational and time management skills, and attention to detail.
- Ability to manage multiple projects effectively.
- Ability to manage schedules and commitments.

Competencies:

Organizational or Student Impact:

- Accountable for decisions that impact individual students.
- Creates or facilitates learning experiences that support students 'attainment of knowledge and skills.
- With specific guidance from senior faculty and program leaders, acts independently in executing teaching practice.

Problem Solving & Decision Making:

- Works on a limited array of matters and complexity.
- Able to effectively utilize resources to address student concerns and inquiries.
- Supports student needs to help them achieve course or program outcomes at the individual student level.

- Individual follows university and department established policies and best practices.

Communication & Influence:

- Communicates with students as appropriate to support student questions and needs.
- This role communicates with fellow faculty members as appropriate within and outside of the department.
- Expected to provide feedback regarding discipline and practice leadership.

Leadership:

- Considered a contributing and collegial team member.
- Individual adheres to learning and operational quality guidance and instructions.
- Supports initiatives within the area of specialty.

Job Qualifications:

Minimum Qualifications:

- Bachelor's degree or Associate degree with equivalent work experience.
- Successful progress towards an advanced degree and applicable licenses or certifications.
- 2+ years of professional work experience.
- This individual is a demonstrated subject matter expert with assigned content or practice area(s).

Preferred Qualifications:

- Strong experience with distance education and distance learning students is preferred.
- Master's degree preferred.
- Project management experience preferred.
- Some assessment design and development experience.
- Strong preference for experience in generative AI.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Position & Application Details

Full-Time Regular Positions (classified as regular and working 40 standard weekly hours): This is a full-time, regular position (classified for 40 standard weekly hours) that is eligible for bonuses; medical, dental, vision, telehealth and mental healthcare; health savings

account and flexible spending account; basic and voluntary life insurance; disability coverage; accident, critical illness and hospital indemnity supplemental coverages; legal and identity theft coverage; retirement savings plan; wellbeing program; discounted WGU tuition; and flexible paid time off for rest and relaxation with no need for accrual, flexible paid sick time with no need for accrual, 11 paid holidays, and other paid leaves, including up to 12 weeks of parental leave.
How to Apply: If interested, an application will need to be submitted online. Internal WGU employees will need to apply through the internal job board in Workday.

Additional Information

Disclaimer: The job posting highlights the most critical responsibilities and requirements of the job. It's not all-inclusive.

Accommodations: Applicants with disabilities who require assistance or accommodation during the application or interview process should contact our Talent Acquisition team at recruiting@wgu.edu.

Equal Employment Opportunity: All qualified applicants will receive consideration for employment without regard to any protected characteristic as required by law.

As an equal opportunity employer, WGU recognizes that our strength lies in our people. We are committed to diversity.

Related Searches:

- Assessment, Accreditation, and Compliance
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