

Academic Quality Specialist

This position is: OPEN

Job Number: 784 Posted: 01/18/2023 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

The AQS supports the Department of Mathematical Sciences and associated programs. Responsibilities fall largely in the setup, administration, and maintenance of courses, heavily in the MS in Data Science program.

Responsibilities

Position Responsibilities

- Embodies Christian values of caring and compassion, justice and integrity, competence and affirmation.
- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
- Must provide timely and excellent customer service to students, faculty, and other staff.
- Assistance with strategic planning.
- Assistance with program assessment.
- Various projects to increase efficiency and teaching effectiveness as required
- Assistance across Brightspace pages
- Enhanced efficiency of management and operations.
- Financial coordination.
- Maintenance of administrative records.
- Communication management administration of self-paced courses;
- Answering and assisting with student questions and emails
- Other needs as necessary with coursework.
- Other administrative responsibilities as needed.

Qualifications

Knowledge, Skills and Abilities

- Bachelor's degree
- Strong organizational and time management skills
- Positive and professional attitude and behavior
- Excellent written, verbal, and interpersonal communication skills
- Thorough, with great attention to detail

- Proficient in Google Workplace and Microsoft software
- Ability to work independently
- Experience in higher education
- Interest in understanding data science

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.