

ACUHO-I Seeks Subject Matter Experts for CERTIFICATE PROGRAM IN HOUSING ASSESSMENT

The Association of College and University Housing Officers – International (ACUHO-I) and the Credentialing Task Force are excited to be offering our first Certificate Program that is designed to meet the ongoing training and development needs of our membership. As we enter the next phase of the creation of the certificate program, we seek three student affairs professionals to serve as Subject Matter Experts (SME's) to assist with the creation of the online course modules.

Housing Assessment Certificate Program Overview

The Housing Assessment Certificate Program will consist of three online, self-paced courses and an optional, in-person culminating Capstone experience. The Capstone experience will offer an opportunity for the participant to demonstrate their understanding of the content offered in the online modules with an assessment expert and a Capstone facilitator. To receive the Housing Assessment Certificate the Capstone is required. Additional information regarding this program can be found at www.acuho-i.org/credentialing.

Housing Assessment Certificate Program Learning Outcomes

Housing professionals who participate in the Certificate in Housing Assessment Program will:

- Be able to verify, validate and increase their knowledge and skills regarding assessment.
- Be engaged in practical, robust learning activities that model adult learning principles.
- Be able to apply what they are learning to their current campus or institution.
- Have maximum flexibility in choosing when to participate in the self-paced modules and learning activities.
- Be able to demonstrate their competence in a number of areas related to assessment.

The following outlines the modules that will be offered as part of the Housing Assessment Certificate Program:

1. Advocating for assessment and building a comprehensive assessment culture
2. Developing a housing assessment structure and implementing appropriate methodologies
3. Analyzing, documenting and reporting housing assessment findings

Each of the modules will require the learner to spend 12 - 15 hours of time in both on-screen learning and workplace learning activities. SME's may apply to design one, two or three modules.

Subject Matter Expert Qualifications

- ✓ Minimum of an earned master's degree
- ✓ Significant experience in Residence Life/Housing, preferably as a senior-level housing professional for a minimum of at least ten years
- ✓ Practical and relevant housing work experience in a number of assessment areas, including but not limited to the following:
 - Advocating for an assessment culture
 - Building a comprehensive residence life/housing assessment plan
 - Developing an assessment project structure
 - Implementing assessment methodology
 - Analyzing assessment data
 - Reporting assessment findings

- ✓ Ability to work collaboratively with others
- ✓ Ability to integrate knowledge-based information gained and validated through pre-planning work of the Credentialing Task Force
- ✓ Ability to write clearly and concisely
- ✓ Ability to accept and incorporate feedback into course design
- ✓ Familiarity with value and role of on-line learning systems
- ✓ Working, comprehensive knowledge and understanding of adult learner needs
- ✓ Technology skills including, at a minimum, working knowledge of Microsoft PowerPoint and Word and other instructional programs
- ✓ Some exposure to e-learning as either a learner or facilitator

Subject Matter Expert Responsibilities

- ✓ Review existing competency models and task analysis work previously done by Credentialing Task Force
- ✓ Participate in a 2 to 3 day face-to-face planning meeting (costs covered by ACUHO-I)
- ✓ Working with instructional designers, developers and Task Force members to create engaging, interactive e-learning activities
- ✓ Participate in teleconferences throughout the development period with instructional designer and other key project staff
- ✓ Provide in-depth understanding of subject matter and provide additional references, questions and answers for the instructional designer and e-learning developer
- ✓ Redesign, repackage, modulate existing content and/or develop new content to meet e-learning needs
- ✓ Search out and develop content ideas that do not currently exist
- ✓ Create forms for feedback on the course and its instructional design effectiveness for pilot group
- ✓ Anticipated number of preparation hours per module for SME is 40 hours

The SME will work collaboratively with a course developer and instructional designer to create the on-line certificate program. Approximate time frame for course development is October 15, 2009 – January 15, 2010 with release of the assessment modules anticipated in March, 2010.

In return for their services, SME's will receive the following:

- ✓ A work-for-hire remuneration of \$2,500 per module created

Application

To apply for the SME position, please submit the following to: Josh Goldman, josh@acuho-i.org

- ✓ Cover letter indicating interest in the SME role including an overview of your involvement and experiences related to the qualifications and responsibilities above
- ✓ Current resume or vitae
- ✓ Name and contact information for two references who can speak directly to your experience and involvement in residence life/housing assessment practices

Deadline for application is Wednesday, September 23, 2009

For additional information regarding the on-line housing assessment certificate program or the SME application process, please visit www.acuho-i.org/credentialing or contact Josh Goldman, Senior Director ACUHO-I, josh@acuho-i.org or Sandi Scott Duex, Chair Credentialing Task Force, sandra.scott-duex@uwrf.edu.