



Example of Assessment Analyst Job Description

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Our company is growing rapidly and is hiring for an assessment analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assessment analyst

- Assessing ML/TF risks in complex global initiatives, including bank acquisitions and cross-business initiatives, by reviewing AML/ATF-related project plans and other material, applying technical expertise to the proposed transactions or initiatives, developing opinions, and documenting conclusions on related ML/TF risks identified and AML/ATF controls implemented within lines of business in order to help manage unmitigated risks
- Assisting with the development and on-going maintenance of the methodology for assessing inherent and residual risks in all lines of business globally and conducting the associated assessments by independently analyzing information provided by lines of business on ML/TF risks and AML/ATF controls
- Assisting with the development of training content for non-routine or specialized content for supplemental training for lines of business exposed to more complex ML/TF risks
- Providing input and supporting the maintenance and enhancement opportunities to improve the ML/TF risk framework including the risk assessment methodology, training standards, and guidelines used when conducting ML/TF inherent risk and AML/ATF program (control) assessments
- Establish a view of the current state of the DoD portfolio of counter improvised threats and disruptive technology enablers, and assess the performance of the enablers against the objective minimum values
- Providing training and functional support across a range of departments on

answering questions on how to complete or make changes to the risk assessments

- Oversee the SOE education outcomes per program by ensuring compliance with accrediting agencies mandated assessment requirements
- Provide assessment input and support to the SOE assessment plan
- Create, deliver, and coordinate administration of SOE students, alumni, and employer surveys that provide indirect measures of institutional effectiveness
- Generate semester and annual reports on student and program performance

Qualifications for assessment analyst

- Experience in creating and maintaining policy
- Advanced skills with MS Office suite – especially Excel, Visio, and PowerPoint
- Technical/IT related degree desired or equivalent work experience
- Minimum of seven (7) years in the Information Technology industry
- Experience with Web technologies, Web Services & Interface an asset
- Ability to prioritize tasks and work both independently part of a team