

|  |  |
| --- | --- |
| **Job Title:** *Director for Institutional Assessment* | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*   * Exempt ☐Nonexempt |
| **Reports to:** *Vice President for Institutional Effectiveness and Planning* | **Location:** Premont Hall |
| **Department:** Institutional Effectiveness and Planning | **Division:** Institutional Effectiveness and Planning Division |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** *420* |

**PRIMARY PURPOSE OF POSITION**

The Director for Institutional Assessment will support the University culture of evidence-based assessment and continuous program improvement across the institution (academic, co-curricular, and administrative/strategic planning assessment). The role and related team is responsible for proactive questioning and targeted research and analyses on a wide range of institutional and academic issues and synthesizing diverse data points into a coherent set of actionable findings and recommendations that support the campus community’s efforts to demonstrate fulfillment of institutional mission and programmatic quality. This role serves as the SACSCOC Liaison.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Leadership and Management**

* Provides collaborative leadership within the Office of Institutional Effectiveness and Planning.
* Lead development, implementation and ongoing monitoring of a system of integrated planning, assessment and evaluation across the institution to include:
  + monitoring of key trends
  + Key Performance Indicators
  + Reporting on progress of strategic initiatives to institutional constituencies.
* Direct and assure relevant, high-quality data collection and analysis, research and evaluation that address institutional compliance, accreditation, and assessment needs.
* Helps to prioritize efforts of assessment team in support of the University’s identified analysis agenda.
* Leads the assessment program through the academic and administrative units. Consults with academic units in developing, measuring, and analyzing learning outcomes and administrative units in developing, measuring, and analyzing performance outcomes.
* Collaboratively develops annual assessment plans for all university areas.
  + academic, co-curricular, and administrative/strategic planning assessment
* Creates action-oriented reports and subsequently follows-up to ascertain continuous improvement made and connection to ongoing planning and design.
* Participates in university committees and serves as Chair on the University Assessment Committee.
* Serve on a variety of institutional committees and task forces.
  + Examples: Chair assessment related committees, Ex-officio member of Institutional Review Board
* Represent the institution in areas of expertise and responsibility to internal and external stakeholders as requested.
* Serve as the university’s SACSCOC Institutional Liaison.
* Represents the university through participation in professional organizations.

**Data Collection**

* Serves as an institutional contact for assessment reports and assists with the maintenance of a comprehensive institutional assessment database.
* Develops and manages assessment related information systems.
* Develops and manages course evaluation system (Evaluation Kit).
* Establishes practices with Institutional Research partners in service of programmatic assessment measures (e.g. AACSB, CACREP, CSWE).
* Establishes data practices that support an annual program assessment calendar for the university community.
* Ensures the archival of all university survey data sets, analysis, and associated reports to the divisional repository.

**Data Dissemination**

* Interpret and make meaning of assessment data and research findings by presenting complex information in forms that are understandable to a variety of audiences.
* Provides for the assessment education of faculty and staff through conferences, workshops, etc., and maintaining a library of assessment methodology, ideas, and materials.
* Supports the submission of assessment related content to government, accrediting, and private agencies.
* Provides collaborative analysis and response to internal and external requests for information.
* Performs other related tasks as required.

**QUALIFICATIONS**

# Qualifications

* Master’s degree required; PhD preferred.
* University-Level teaching experience preferred.
* 3-7 years of progressively responsible experience in a higher education institution or service provider.
* Experience and demonstrated expertise related to assessment in higher education.
* Demonstrated experience in designing, administering, and analyzing assessment instruments and products.
* Knowledge of SACSCOC accreditation principles and procedures or other higher education accreditation agency principles and procedures.
* Preferred direct participation on regional or programmatic accreditation review teams.
* Knowledge of programmatic accreditation principles and procedures (e.g. AACSB, CACREP, CSWE).
* Demonstrated ability to develop and implement data-analytic and technology strategies to support business objectives.
* Experience in using and implementation of planning and assessment solutions (TaskStream, LiveText, DigitialMeasures).
* Experience with survey software packages (Qualtrics, Survey Monkey, or similar)
* Experience with statistical software packages (SAS, SPSS, or similar).
* Experience with qualitative analysis tools (NVIVO, SPSS-NLP, or similar).
* Experience with data visualization products (Tableau, Qlik, PowerPivot, or similar).
* Strong leadership and organization skills; proven ability to manage time and priorities, ability to manage complex projects and tasks with attention to detail; demonstrated ability to work productively in cross-functional teams.
* Strong oral and written communications skills; demonstrated ability to communicate effectively with colleagues with different areas and levels of expertise.
* Successful completion of an employment and criminal history background check is required.

**WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**OCCUPATIONAL GROUP:** Exempt/Executive

**PHYSICAL REQUIREMENTS**

**PHYSICAL REQUIREMENTS:** Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is received by the Vice President for Institutional Effectiveness and Planning

**SUPERVISION EXERCISED:** Functional supervision is provided**.**

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.

Adhere to the policies and procedures established by St. Edwards University

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

|  |  |  |
| --- | --- | --- |
|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |