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## Auburn University Job Description

Job Title: **Dir, Assessment & Strategic Plan**

Job Family: No Family

Job Code: **AE58**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Directs and oversees the planning, implementing, and assessing of strategic initiatives.

### Essential Functions

1. Coordinates, leads, and manages the Student Affairs division's assessment team.
2. Creates assessment plans that support key activities and strategic goals.
3. Facilitates comprehensive program reviews for all departments with the division.
4. Communicates the results of the assessment to internal and external constituents, identifying successes and opportunities.
5. Develops and chairs the division's Professional Development Committee and ensures training and development is provided to staff.
6. Implements and assesses organizational development activities that lead to continuous quality improvement within the division.
7. Oversees tools for effective and efficient assessments and planning.
8. Develops and implements dashboard indicators to assess movement toward strategic plan goal accomplishment.
9. Assists in the Student Affairs division's strategic planning efforts, working to develop measurable goals, assessment methods, and communication efforts.
10. Leads the division's efforts in SAC accreditation.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ph.D.	Degree in Higher Education Administration, Educational Assessment and Evaluation, or related
<b>Experience (yrs.)</b>	5	Experience in assessing programs and services

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of strategic planning efforts, research design, and higher education processes.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/25/2012

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