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## Auburn University Job Description

Job Title:	<b>Assoc Dir, Assessment</b>	Job Family:	No Family
Job Code:	<b>HC37</b>	Grade 37:	\$67,300 - \$112,100
FLSA status:	Exempt		

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### Job Summary

Oversees, coordinates, and advances the University's program and unit based assessment and improvement activities by providing expertise and general leadership.

### Essential Functions

1. Advises and assists academic departments about sound practices in classroom, program, and department based assessments of student learning and also provides advice about assessment of research and public service activities.
2. Collects, organizes, analyzes, and maintains, in various formats, periodic reports from programs and departments on the results of their assessment activities.
3. Assists the Core Curriculum Oversight Committees and other faculty committees, as appropriate, in meeting high standards of institutional effectiveness with respect to student learning and development.
4. Assists the Director in planning, conducting, and making effective use of certain university-level assessments related to other job duties, such as the Collegiate Learning assessment and the National Survey of Student Engagement.
5. Assists the Director integrate assessment data and perspectives into the unit's larger role of providing effective information and analysis for senior leadership.
6. Represents Auburn University effectively in the greater "assessment community" and develops expertise suitable for leadership in that community of practice.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>	Terminal	* Terminal Degree from an Accredited Institution in Arts and Humanities, Business, Education, Engineering, Natural Sciences, Social Sciences, or related field
<b>Experience (yrs.)</b>	3	At least three years of college-level teaching experience, with at least one year after receipt of the terminal degree.

#### 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 data management, analysis, fundamental techniques for measuring and interpreting data, and reporting for institutional research 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 1/4/2012

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