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## Auburn University Job Description

Job Title: **Dir, Academic Assessment**

Job Family: No Family

Job Code: **HC55**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Provides leadership and support for Auburn University's program of assessment and effectiveness in educational programs, academic and student support services, and administrative services.

### Essential Functions

1. Builds shared understanding among faculty and staff members of assessment as an educationally and institutionally purposeful activity.
2. Trains or oversees the training of faculty and service providers to conduct outcomes assessment and use its results as a basis for action.
3. Provides or oversees the provision of quality control, feedback, and documentation on the institution's outcomes assessment and program/service improvement processes.
4. Provides or oversees the provision of assessment support, as needed, for the Core Curriculum and General Education Committee, the University Writing Program, and other educational initiatives.
5. Serves as chairperson of the University Assessment Council; plans, guides, and documents its work.
6. Advises the University's senior leadership on matters related to institutional effectiveness.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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 Educational Assessment/Evaluation and Measurement, Higher Education, Psychology or related field
<b>Experience (yrs.)</b>	3	Experience in assessment and measurement, to include program-level experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, taking or advising on appropriate action in response.

#### **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 practice of educational outcomes assessment, with an emphasis on assessment for program and service improvement; principles and techniques of research design, data management, and data analysis, and measurement relevant to action in an educational setting.

#### **Certification or Licensure Requirements**

None Required

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 9/8/2014

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