
Auburn University Job Description

Job Title: **Asst Dir, Academic Assessment**

Job Family: No Family

Job Code: **HC70**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Reporting to the Director, Academic Assessment, the Assistant Director, Academic Assessment leads efforts in the assessment of student learning within academic degree programs at Auburn University in an effort to enhance student learning and systematically provide feedback to academic degree programs on their assessment process.

Essential Functions

1. Leads the planning, implementation, coordination, and continuous improvement of the internal assessment feedback system for academic degree programs which includes building an infrastructure for report intake and maintenance, developing, and delivering assessment training, and evaluating the quality of assessment described in assessment reports.
2. Consults with faculty members on all phases of the assessment cycle to develop high quality assessment practices which in turn yield reliable student learning data. Consultations are performed one-one-one as well as with small or large groups of faculty with varying levels of assessment knowledge.
3. Creates professional development events for faculty members to enhance the quality of assessment at Auburn, which includes developing and facilitating workshops around the assessment cycle.
4. Designs and carries out all analytic meta-assessment reports for colleges and the University, and communicates assessment findings to upper administration.
5. Collaborates with faculty members and teaching/learning experts on learning improvement initiatives at the program level.
6. Advises and provides assessment and measurement perspective to university committees.
7. Represents Auburn effectively in the greater assessment research community by conducting paper presentations, workshops, and contributing to peer-reviewed publications.
8. Assists the Director in general education assessment planning and reporting. Provides guidance to the director and other upper administration working in or with the Provost Office.
9. Assists the Director in learning improvement and success initiatives across campus aligned to the data collected within courses and aligned to the University's strategic plan.
10. Assists the Director in supervising key office personnel, supporting their professional development and leading staff in various projects.
11. May perform other duties as assigned by supervisor.

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>
Education	Master's Degree	Higher education administration, social sciences, educational research.
Experience (yrs.)	3	Experience working in an assessment environment leading a program and serving in a consultative role to deliver results. Preferred experience in a higher educational institution.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of program assessment, general education assessment, higher education practices, advanced statistical and psychometric knowledge, research and experimental design, basic understanding of accreditation standards.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

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 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: 8/20/2020
