
Auburn University Job Description

Job Title:	Dir, Academic Insight	Job Family:	No Family
Job Code:	HC55	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

The Director, Academic Insight provides leadership and support for various assessment and effectiveness for educational programs. Oversees Auburn University's program of assessment and effectiveness in educational programs. This includes supervision of staff supporting all academic degree programs, the Core Curriculum and General Education Committee, Learning Improvement Initiatives and collaborations, education development opportunities, and Academic Program Review. Directs Auburn University's student data collection infrastructures. This includes supervision of staff supporting Connecting the Creed, Creed to Succeed, 6-month post-graduation placement follow-up, and National Alumni Career Mobility Survey. Provides oversight and supervision of the Insight Lab, a research lab supporting academic effectiveness initiatives, as well, as support for Auburn University's next Quality Enhancement Plan.

Essential Functions

1. Provides strategic leadership for the Office of Academic Insight. Devises strategies to fulfill the mission of the office and build a shared understanding of assessment as an educationally and institutionally purposeful activity. Coordinates operational activities that support broad institution outcomes.
2. Supervises Office of Academic Insight staff including managing staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues
3. Advises University leadership on matters related to institutional effectiveness. Directs Auburn University's Quality Enhancement Plan centered on student achievement. Leads the analysis of applied educational research with institutional data and advice administrators, faculty, and staff on matters related to student achievement.
4. Leads staff that coordinates the provision of all academic assessment support, program and general education, including but not limited to, educational development and resource creation funding, campus-wide institutes, and improvement initiatives.
5. Leads and facilitates Auburn University's Academic Program Review (APR) process, communicating with internal and external stakeholders on behalf of the process.
6. Provides guidance through service on university committees (or supervises designees as a representative of the Office of Academic Insight, including the Core Curriculum and General Education Committee, the Teaching Effectiveness Committee, University Writing Committee, the Data Council, the University Assessment Council (Chair), Information Technology, and other committees as needed (i.e. Grant, Research, Dissertation, AdHoc, Search, etc.).
7. May perform other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training,

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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>
Education	Ph.D.	Degree in Educational Assessment/Evaluation and Measurement, Higher Education, Psychology or related field
Experience (yrs.)	7	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

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: 1/8/2020
