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## Auburn University Job Description

Job Title: **Dir, HSOP Assessment**

Job Family: No Family

Job Code: **OA46**

Grade AA11 \$54,900 - \$93,300

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Dean for Faculty Affairs and Strategic Initiatives, the Director of Assessment oversees all aspects of Harrison School of Pharmacy's assessment mission and develops and maintains a continuously improving culture of assessment within the school. Collects, analyzes, documents, and disseminates student and programmatic assessments for evaluating the curricular and non-curricular functions of the school. Ensures all the necessary data are collected on time and in the appropriate format and that those data are disseminated and reviewed by internal and external stakeholders.

### Essential Functions

1. Analyzes the overall evaluation data collection to determine future needs and progress in accomplishing the goals of the department. Conducts and analyzes course and instructor evaluations through AU Evaluate, student progression in the ExamSoft program and through competency based tracking, student satisfaction through focus groups, and analyzes student success through all means.
  2. Conducts focus groups, peer feedback, and constructive performance reviews as needed.
  3. Analyzes the physical space and instructional technology to ensure HSOP is meeting the needs of the curriculum and the learning objectives. Explores, identifies, and implements new technologies to better support the curriculum delivery in collaboration with IT.
  4. Manages and implements all objective-structured clinical examinations and performance-based assessments. Collaborates with faculty in the development and/or revision of cases to include grading structures and rubric design, ensuring materials are available for the recruitment and hiring of standardized patients (SP), conducting SP training, overseeing the training of Standardized Patients both onboarding and before each exam, communication to students, grading, and remediation.
  5. Fosters the effective and efficient use of computer-based assessments within HSOP. Acts as the overall administrator of ExamSoft, assists professors in incorporating other technology into their curriculum such as Poll Everywhere, remains current on new technologies, and provide analysis of its applicability to the curriculum. Works with faculty to examine current use of technology in their courses and offers suggestions for improvements.
  6. Develops, implements, tracks, analyzes, and updates curricular Benchmarks in the Doctor of Pharmacy program. Works closely with the Director of Professional Program to develop, implement and revise benchmark assessments. Ensures benchmark data are collected and disseminated to all relevant parties, provides assessment data and reports related to the PharmD curriculum to administrative leadership that are required for full accreditation and annual monitoring, and advises the Director of Graduate Programs on matters related to Benchmarks and other academic outcomes.
  7. Serves as the liaison to the Office of Accommodation, directs all accommodations for HSOP students, creates and manages policy for HSOP accommodation testing, determines accommodation testing procedures, space, proctors and reporting.
  8. Serves on department, school and University level committees, as appropriate.
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## **Auburn University Job Description**

### **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>	Master's Degree	Degree in Higher Education Administration, Assessment & Measurement, Research & Evaluation, or related field.
<b>Experience (yrs.)</b>	7	Experience in building and implementing assessments, onboarding/training, remediation, accommodations.

#### 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

Advanced knowledge of Curricular and Programmatic Assessment Practices and Procedures including the Family Educational Rights and Privacy Act of 1974.

Advanced knowledge of educational measurement, test, and rubric development.

Advanced knowledge of clinical assessment practices.

Advanced Knowledge of competency-based education, objectives, and benchmarking practices and procedures.

Knowledge of current trends and issues related to curricular, clinical, and programmatic assessment including assessment accommodations.

Knowledge of Pharmacy Education and the Profession of Pharmacy.

HIPAA, Title IX, AU policies and procedures, HSOP policies and procedures.

Knowledge of applicable Human Resource policies and procedures

#### 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.

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Date: 9/18/2019

