AUBURN
Human Resources

Dir, Assessment & Strategic Planning

Job Description

JOB INFORMATION

Job Code	AE58
Job Description Title	Dir, Assessment & Strategic Planning
Pay Grade	AA13
Range Minimum	$74,550
33rd %	$94,430
Range Midpoint	$104,370
67th %	$114,310
Range Maximum	$134,190
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/24/2020

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Assessment & Accreditation

JOB SUMMARY

Directs and oversees the planning, implementing, and assessing of strategic initiatives within Auburn University Student Affairs. Oversees Student Affairs' program of assessment and effectiveness in co-curricular programs. Provides leadership and facilitates Student Affairs strategic planning efforts. Leads Assessment and Strategic Planning office's efforts to foster a culture of evidence throughout Student Affairs in order to provide effective and efficient programs and services for students that support the strategic priorities of the university and Student Affairs.

RESPONSIBILITIES

- Oversees and leads division-wide assessment and strategic planning. Trains staff to conduct outcomes assessment and use its results as a basis for action.
- Provides and oversees the provision of quality control, feedback, and documentation on the institution’s co-curricular outcomes assessment and program/service improvement processes. Leads the University’s SACSCOC accreditation efforts for areas pertaining to student support services.
- Provides and oversees the provision of assessment support to Student Affairs departments, leading assessment of student learning, programs, and services.
- Leads, plans, and facilitates strategic planning efforts, working to develop measurable goals, assessment methods and communication efforts.
- Develops, leads, and facilitates comprehensive program review processes for all departments within Student Affairs to communicate the impact of Student Affairs programs and services to stakeholders through assessment findings.
- Advises Student Affairs leadership on matters related to institutional effectiveness. Communicates the results of the assessment to internal and external constituents, identifying successes and opportunities. Completes special projects for Student Affairs and University senior leadership.
- Oversees tools for effective and efficient assessment and planning. This may include negotiating and signing product license agreements and serving as a campus product administrator of software products.
- Serves as the chairperson of the Student Affairs Assessment Team; plans, guides, and documents its work.
- Oversees the Assessment and Strategic Planning office including managing budgets and supervising staff and student employees.
- Supports division-wide and departmental grant writing opportunities including training, education, grant proposal preperation, and review.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Degree in Higher Education Administration, Educational Assessment and Evaluation, or related	and	5 years of	Experience in higher education assessment, evaluation, institutional research, program review, and strategic planning	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of and experience with practice of educational and co-curricular 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.	
Knowledge of and experience with strategic planning, program evaluation, grant writing and management, and higher education processes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.