AUBURN
Human Resources

# Planning, Implementing, & Assessment Mgr

Job Description

## JOB INFORMATION

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| Job Code | EA09 |
| Job Description Title | Planning, Implementing, & Assessment Mgr |
| Pay Grade | AA13 |
| Range Minimum | $74,550 |
| 33rd % | $94,430 |
| Range Midpoint | $104,370 |
| 67th % | $114,310 |
| Range Maximum | $134,190 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/27/2022 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Reporting to the Assistant Provost & Professor of Special Projects and Initiatives, the Planning, Implementing, and Assessment Manager directs and oversees the planning, implementing, and assessing of projects and initiatives within the unit. Oversees assessment and effectiveness of complex projects and initiatives housed in the unit. Provides leadership and facilitates unit planning efforts. Leads assessment, planning, and dissemination efforts in support of externally funded complex programs housed in the unit.

## RESPONSIBILITIES

- Oversees and leads nation-wide assessment and strategic planning for projects housed in the unit. Advises staff to conduct outcomes assessment and use its results as a basis for action at participating institutions.
- Advises project leadership on matters related to program effectiveness. Communicates the results of the assessment to internal and external stakeholders including funding agencies and at national and international gatherings, identifying successes and opportunities. Writes annual reports for all unit special projects and initiatives and submits to sponsors and Auburn University leadership.
- Provides and oversees the provision of quality control, feedback, and documentation on programs outcomes assessment and program and service improvement processes. Leads the IRB approval process and renewal for unit programs and initiatives.
- Provides and oversees the provision of assessment support to partnering institutions.
- Leads, plans, and facilitates strategic planning efforts, working to develop measurable goals, assessment methods and communication efforts.
- Develops, leads, and facilitates program review processes for programs in the unit.
- Oversees management of complex national projects including supervising project staff and student employees.
- Oversees all unit dissemination efforts including magazine and scientific research publications.
- Oversees tools for effective and efficient assessment and planning. This may include identifying software products.
- Supports international-wide and unit grant writing opportunities including overseeing planning workshops, grant proposal preparation, 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

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 | |
|---|---|---|---|---|---|
| | Ph.D.Degree in Higher Education Administration, Educational Assessment and Evaluation, Mathematics, Statistics, or related. | | 5 years of | Experience in higher education assessment, evaluation, institutional research, program review, and strategic planning. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge 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. | |
| Ability to work with, recruit, and retain underrepresented minorities: students with disabilities, low-income, and first-generation college students. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | | |
| 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:** |
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| Ability to see information in print and/or electronically. |