AUBURN
Human Resources

Dir, Administrative Assessment

Job Description

JOB INFORMATION

Job Code	HB09
Job Description Title	Dir, Administrative Assessment
Pay Grade	AA15
Range Minimum	$95,190
33rd %	$123,750
Range Midpoint	$138,020
67th %	$152,300
Range Maximum	$180,860
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	1/17/2025 11:53:31 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Director of Administrative Assessment provides strategic vision for all aspects of administrative assessment and continuous improvement efforts across all of the institution's administrative units. This position serves as an expert in assessment, improvement, and accreditation, through service on numerous committees, and through the facilitation of professional development with faculty, staff, and administrators on campus.

RESPONSIBILITIES

- Develops and manages comprehensive strategies to build a shared understanding of assessment for non-academic administrative units as an educationally and institutionally purposeful activity including showcasing units with demonstrated excellence, advising units on the development of goals, outcomes, and measures, and overseeing the implementation of an annual assessment process focused on continuous improvement. Co-leads the University’s accreditation efforts for areas pertaining to Administrative Effectiveness (SACSCOC Standard 7.3) and reports institutional assessment findings to upper administration. Advises leadership, in collaboration with Administrative Effectiveness, on matters related to non-academic administrative unit assessment, in alignment with the University’s strategic plan and mission.
- Leads and plans professional development events and trainings for employees to enhance the quality of assessment at the University, which includes developing and facilitating workshops, designing resources, and facilitating focus groups. This also includes refining an infrastructure for report intake and maintenance, administering assessment training, and evaluating the quality of assessment described in assessment reports.
- Supports administrative unit accreditation efforts and provides evidence of continuous improvement during accreditation visits. Represents the Associate Vice President and Executive Director for Administrative Effectiveness by overseeing and facilitating accreditation processes for the University’s nonacademic departments, communicating with internal and external stakeholders.
- Sets the vision for pioneering an innovative approach to assessment through the lens of continuous improvement; designs and administers efforts to enhance an ever developing culture of excellence.
- Provides strategic leadership for Administrative Assessment that supports the mission of the Executive Director, Administrative Effectiveness to promote and enhance the efficiency, effectiveness, and quality of administrative and non-academic assessment at the University.
- Provides analysis and will supervise a team that provides data analytic support to nonacademic and administrative units in efforts to seek continuous improvement and operational excellence. Leads and assists with managing staff and leading recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations, onboarding, and staff development training.

RESPONSIBILITIES

- Represents Administrative Effectiveness, Business and Administration, and the University by providing assessment expertise through service to relevant university committees and when making external contributions to the field.
- Supports assessment efforts for special projects.
- Leads coordination of operational activities including assessment, reporting, and feedback processes that support broad institutional outcomes to include data collection, consultation and project request management, assessment software selection/implementation, dashboarding efforts, and mechanisms for conveying information to audiences.
- Assists Associate Vice President and Executive Director with supporting strategic planning efforts and other initiatives.

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	Educational Leadership, Higher Education, Assessment/Evaluation and Measurement, Educational Psychology, or related field.	and	4 years of	Experience in academic, co-curricular, and/or non-academic administrative assessment, strategic planning, program review, and/or institutional research, including experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, and taking or advising on appropriate action in response.	Or
Master's Degree	Educational Leadership, Higher Education, Assessment/Evaluation and Measurement, Educational Psychology, or related field.	and	6 years of	Experience in academic, co-curricular, and/or non-academic administrative assessment, strategic planning, program review, and/or institutional research, including experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, and taking or advising on appropriate action in response.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of educational and nonacademic outcomes assessment, with an emphasis on assessment for program and service improvement, principles and techniques of research design, data management, data analysis, and measurement relevant to action in an educational setting.	
Knowledge of assessment practice and reporting.	
Knowledge of current trends and issues related to curricular, clinical, and programmatic assessment including assessment accommodations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Developed communication skills. Demonstrated ability and desire to work collaboratively with all levels of employees across the campus.	
Demonstrated success at organization, project management skills, organizational navigation, and communication.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.	

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				10 lbs
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:

Ability to see information in print and/or electronically.