AUBURN
Human Resources

Exec Dir, Academic Insight

Job Description

JOB INFORMATION

Job Code	HC55
Job Description Title	Exec Dir, Academic Insight
Pay Grade	AA16
Range Minimum	$114,230
33rd %	$148,500
Range Midpoint	$165,630
67th %	$182,760
Range Maximum	$217,030
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/25/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Executive Director of Academic Insight provides vision and leadership for a comprehensive academic and institutional effectiveness program that supports the University's mission and strategic plan. This includes directing and leading members of the Office of Academic Insight to support quality assessment of student learning and success outcomes and providing evidence of continuous improvement.

Assessment: The Executive Director oversees Auburn University's program of assessment, to include supervising staff supporting all academic degree program assessments, the Core Curriculum and General Education Committee, Learning Improvement Initiatives and collaborations, education development opportunities, and Academic Program Review.

Data Collection: The Executive Director oversees Auburn University's student data collection infrastructures to include supervising staff supporting data collection from incoming students, graduating students, and recent Alumni (from graduation to 3-years post-graduation).

Educational Research: The Executive Director oversees and leads Auburn University's Quality Enhancement Plan centered on student achievement.

RESPONSIBILITIES

- Provides strategic leadership for the Office of Academic Insight to include academic degree-program assessment, academic co-curricular assessment, academic program review, data collection, applied research, and initiatives aimed at enhancing student success. Devises strategies to fulfill the mission of the office, in alignment with the University’s mission and strategic plan, and builds a shared understanding of assessment as an educationally and institutionally purposeful activity. Coordinates operational activities that support broad institutional outcomes.
- Supervises the Office of Academic Insight staff by managing staff and leading recruitment of positions, including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues. Directs oversight and management of four distinct budgets.
- Leads a team that coordinates the collection of outcome data from incoming first-year students, graduating seniors, and recent alumni.
- Advises University leadership on matters related to institutional effectiveness to include sharing and reporting learning, success, and career outcome data, in alignment with the University’s strategic plan and mission. Directs, designs, and implements Auburn University’s Quality Enhancement Plan centered on enhancing student success. Leads the analysis of applied educational research with institutional data and advises administrators, faculty, and staff on matters related to student achievement.

RESPONSIBILITIES

- Leads a team that coordinates the provision of all academic assessment and academic co-curricular support, including but not limited to, program assessment, general educational assessment, analysis and reporting of data to University Senate Committees, educational development and resource creation, grant funding, campus-wide institutes, and improvement initiatives.
- Leads and facilitates Auburn University's Academic Program Review (APR) process, which is designed to examine, assess, and strengthen Auburn University's academic activities and is intended to be used as a tool to help in determining an academic unit's ability to respond to future challenges and opportunities, evaluate strengths and weaknesses, determine priorities, and aid in shaping plans for the future of the academic unit. Communicates with internal and external stakeholders on behalf of the process.
- Provides guidance regarding assessment, data, and institutional knowledge through service on university committees (or supervises designees as a representative of the Office of Academic Insight).
- Provides oversight and supervision of the Insight Lab, a research lap supporting academic effectiveness initiatives, as well, as support for Auburn University's next Quality Enhancement Plan.

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	In Educational Assessment/Evaluation and Measurement, Higher Education, Psychology or related field	and	6 years of	Experience in assessment and measurement, including program-level experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, and taking or advising on appropriate action in response. Must have 1 year of supervising full-time employees	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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, data analysis, and measurement relevant to action in an educational setting.

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			
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.