AUBURN
Human Resources

Dir, Academic Assessment

Job Description

JOB INFORMATION

Job Code	HC70
Job Description Title	Dir, Academic 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
Approved Date:	10/15/2024 10:35:54 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director of Academic Assessment provides strategic vision for all aspects of academic assessment and continuous improvement efforts across the institution's 12 academic colleges and academic student support units. 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 co-curricular units and academic degree programs, including advising units on the development of goals, outcomes, and measures, and oversee the implementation of an annual assessment process focused on continuous improvement. Co-leads the University’s accreditation efforts for areas pertaining to Student Achievement (8.2.a, 8.2.b, 8.2.c) and reports institutional assessment findings to the upper administration. Advises University leadership, in collaboration with institutional assessment offices, on matters related to academic, non-academic, and co-curricular unit assessment, in alignment with the University’s strategic plan and mission.
- Leads and plans professional development events for faculty members and staff to enhance the quality of assessment at Auburn, 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 academic units and accreditation efforts through the facilitation of program-wide curriculum reviews and provides evidence of continuous improvement during disciplinary accreditation visits.
- Sets the vision for pioneering an innovative approach to assessment through the lens of learning improvement; designs and administers all learning improvement professional development.
- Represents the Provost and Vice President of Academic Affairs by overseeing and facilitating academic program review processes for Auburn University’s academic departments, communicating with internal and external stakeholders.
- Provides strategic leadership for the Office of Academic Insight that supports the mission of the Executive Director, Academic Insight to promote and enhance the efficiency, effectiveness, and quality of academic and non-academic assessment at Auburn University.
- Supervises a team that provides data analytic support to academic programs and academic student support service units in their efforts to seek continuous improvement and operational excellence.
- Represent the Office of Academic Insight and Auburn University by providing assessment expertise through service to relevant university committees and by conducting paper presentations, workshops, and publishing peer-reviewed research.

RESPONSIBILITIES

- Supports assessment efforts for special projects for university senior leadership.

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	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	
PhD	Education, Higher, Education, Social Science, Business/Organizational Behavior, Mathematics/Science, Assessment, Measurement	and	4 years of	Experience working in an institutional effectiveness environment leading a program and serving in a consultative role to deliver results. Experience working with faculty is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program assessment, general education assessment, higher education practices, advanced statistical and psychometric knowledge, research and experimental design, basic understanding of accreditation standards.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.