
Auburn University Job Description

Job Title: **Dir, Assessment & Strategic Plan** Grade AA13 \$70,000 - \$126,000
Job Code: **AE58**
FLSA status: Exempt
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.

Essential Functions

1. Oversees and leads division-wide assessment and strategic planning. Trains staff to conduct outcomes assessment and use its results as a basis for action.
2. 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.
3. Provides and oversees the provision of assessment support to Student Affairs departments, leading assessment of student learning, programs, and services.
4. Leads, plans, and facilitates strategic planning efforts, working to develop measurable goals, assessment methods and communication efforts.
5. 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.
6. 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.
7. 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.
8. Serves as the chairperson of the Student Affairs Assessment Team; plans, guides, and documents its work.
9. Oversees the Assessment and Strategic Planning office including managing budgets and supervising staff and student employees.
10. Supports division-wide and departmental grant writing opportunities including training, education grant proposal preparation, and review.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Higher Education Administration, Educational Assessment and Evaluation, or related.
Experience (yrs.)	5	Experience in higher education assessment, evaluation, institutional research, program review, and strategic planning, or research.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/24/2020
