
Auburn University Job Description

Job Title: **Plan, Implement,& Assessmt Mgr**

Job Family: No Family

Job Code: **EA09**

Grade AA13 \$70,000 - \$126,000

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. Provides and oversees the provision of assessment support to partnering institutions.
5. Leads, plans, and facilitates strategic planning efforts, working to develop measurable goals, assessment methods and communication efforts.
6. Develops, leads, and facilitates program review processes for programs in the unit.
7. Oversees management of complex national projects including supervising project staff and student employees.
8. Oversees all unit dissemination efforts including magazine and scientific research publications.
9. Oversees tools for effective and efficient assessment and planning. This may include identifying software products.
10. Supports international-wide and unit grant writing opportunities including overseeing planning workshops, grant proposal preparation, and review.
11. Performs other duties as assigned.

Supervisory Responsibility

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

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	Ph.D.	Degree in Higher Education Administration, Educational Assessment and Evaluation, Mathematics, Statistics, or related.
Experience (yrs.)	5	Experience in higher education assessment, evaluation, institutional research, program review, and strategic planning.

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 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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 7/27/2022
