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## Auburn University Job Description

Job Title: **Exec Dir, Administrative Effectiveness** Grade AA16: \$107,200 - \$203,700  
Job Code: **HB08**  
FLSA status: Exempt  
Job Family: Academic Services & Administration  
Job Function: Administrative Operations

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### Job Summary

Reporting to the Associate Vice President for Administrative Effectiveness, leads and oversees the mission of the Office of Administrative Effectiveness to actively support quality assessment of units, programs, and services at Auburn University to provide evidence of continuous improvement. The Executive Director, Administrative Effectiveness is responsible for providing leadership for all assessment and effectiveness efforts administrative and co-curricular campus units.

### Essential Functions

1. Provides strategic leadership for the Office of Administrative Effectiveness that supports the mission of the Associate Vice President, Administrative Effectiveness to promote and enhance the efficiency, effectiveness, and quality of administrative units at Auburn University including leading staff who coordinate the provision of all administrative assessment support, consultation, meta-assessment and other institutes, and improvement initiatives.
2. Develops and manages comprehensive strategies to build a shared understanding of assessment for administrative units as an educationally and institutionally purposeful activity including showcasing units with demonstrated excellence.
3. Oversees coordination of operational activities including assessment, annual reporting, and feedback processes that support broad institution outcomes.
4. Advances excellence initiatives such as workshops, coaching, leadership training, and other assessment-related professional development for administrative and co-curricular units.
5. Oversees the development and facilitation of comprehensive program review processes for all administrative units, communicating with internal and external stakeholders on behalf of the process.
6. Assists Associate Vice President, Administrative Effectiveness by supporting strategic planning efforts for administrative units.
7. Advises University leadership on matters related to administrative effectiveness, in alignment with the University's strategic plan and mission.
8. With an increase in scope and responsibilities this position may supervise staff including managing staff and leading recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations, onboarding, and staff development training.
9. Supports efforts for special projects for University senior leadership.
10. Provides guidance through service on relevant university committees (or supervises designees as a representation of the Office of Administrative Effectiveness).

### 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>
<b>Education</b>	Ph.D.	PhD in Educational Leadership, Higher Education, Assessment/Evaluation and Measurement, Educational Psychology or related field.
<b>Experience (yrs.)</b>	5	Experience leading academic co-curricular and non-academic co-curricular assessment and strategic planning, including experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, and taking or advising on appropriate action in response. Experience with co-curricular program review, institutional research, and strategic planning. Must have 1 year of full-time staff supervision experience.

#### **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**

#### **Certification or Licensure Requirements**

None required.

#### **Pre-Employment Screening Requirements**

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### **Physical Requirements/ADA**

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires .

Ability to see information in print and/or electronically.

Date: 8/1/2023

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