
Auburn University Job Description

Job Title: **Exec Dir, Academic Insight**

Grade AA16 \$107,200 - \$203,700

Job Code: **HC55**

FLSA status: Exempt

Job Family: Academic Services and Administration

Job Function:

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.

Essential Functions

1. 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.
 2. 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.
 3. Leads a team that coordinates the collection of outcome data from incoming first-year students, graduating seniors, and recent alumni.
 4. 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.
 5. 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.
 6. Leads and facilitates Auburn University's Academic Program Review (APR) process, which is
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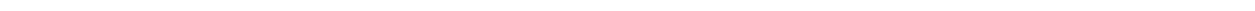
designed to examine, assess, and strengthen Auburn University's academic activities and is intended to be used as a tool to help in determining an academic unit's ability to respond to future challenges and opportunities, evaluate strengths and weaknesses, determine priorities, and aid in shaping plans for the future of the academic unit. Communicates with internal and external stakeholders on behalf of the process.

7. 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).
8. 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.
9. Performs other related duties as assigned.

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	Ph.D.	Degree in Educational Assessment/Evaluation and Measurement, Higher Education, Psychology or related field
Experience (yrs.)	5	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

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 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.

Certification or Licensure Requirements

None Required

Pre-Employment Screening 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.

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 sitting, talking, hearing.

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

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

Date: 5/25/2023
