

JOB INFORMATION

Job Code	HC70
Job Description Title	Asst Dir, Academic Assessment
Pay Grade	AA13
Range Minimum	\$71,310
33rd %	\$90,330
Range Midpoint	\$99,840
67th %	\$109,340
Range Maximum	\$128,360
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/20/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director, Academic Assessment, the Assistant Director, Academic Assessment leads efforts in the assessment of student learning within academic degree programs at Auburn University in an effort to enhance student learning and systematically provide feedback to academic degree programs on their assessment process.

RESPONSIBILITIES

- Leads the planning, implementation, coordination, and continuous improvement of the internal assessment feedback system for academic degree programs which includes building an infrastructure for report intake and maintenance, developing, and delivering assessment training, and evaluating the quality of assessment described in assessment reports.
- Consults with faculty members on all phases of the assessment cycle to develop high quality assessment practices which in turn yield reliable student learning data. Consultations are performed one-one-one as well as with small or large groups of faculty with varying levels of assessment knowledge.
- Creates professional development events for faculty members to enhance the quality of assessment at Auburn, which includes developing and facilitating workshops around the assessment cycle.
- Designs and carries out all analytic meta-assessment reports for colleges and the University, and communicates assessment findings to upper administration.
- Collaborates with faculty members and teaching/learning experts on learning improvement initiatives at the program level.
- Advises and provides assessment and measurement perspective to university committees.
- Represents Auburn effectively in the greater assessment research community by conducting paper presentations, workshops, and contributing to peer-reviewed publications.
- Assists the Director in general education assessment planning and reporting. Provides guidance to the director and other upper administration working in or with the Provost Office.
- Assists the Director in learning improvement and success initiatives across campus aligned to the data collected within courses and aligned to the University's strategic plan.
- Assists the Director in supervising key office personnel, supporting their professional development and leading staff in various projects.
- May perform other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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 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
Master's Degree	Higher education administration, social sciences, educational research.	And	5 years of	Experience working in an assessment environment leading a program and serving in a consultative role to deliver results. Preferred experience in a higher educational institution.

Substitutions Allowed for Experience	Yes
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Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

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
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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		
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.