

Academic Affairs – Director of Assessment

The Director of Assessment supports quality student learning by assisting academic programs in meeting the goals of defining learning outcomes, developing assessment strategies, and encouraging a culture of learner-centered education. These goals are accomplished by working with academic units in developing and implementing plans for assessing student learning outcomes; assisting academic units in analyzing assessment data; serving as an assessment resource for the University community; and facilitating communication about assessment activity through a variety of venues. Work is performed primarily in a university campus environment and requires a flexible schedule including evening and/or weekend work at satellite locations.

Qualifications:

- Master's degree required in related area; Doctorate degree preferred.
- Significant years of leadership experience in an educational environment.
- Extensive knowledge of accreditation standards and best practices in critical and rigorous assessment.
- Expertise in utilizing traditional and contemporary research techniques to collect, analyze, and report assessment data for quantitative and qualitative evaluation.
- Proven track record of communicating research findings in assessment and discipline specific areas; and completing complex assessment documents.
- Outstanding ability to work independently and in a team environment to meet established goals.
- Exceptional interpersonal skills and ability to effectively communicate orally and in writing with people from varied social, educational, and economic backgrounds.
- Technical proficiency in student information systems and MS Office Suite of Applications, i.e., Outlook, Word, PowerPoint and Excel.

To apply, please send the following materials:

- Cover letter
- Resume/CV
- Unofficial transcripts
- Philosophy of Educational Leadership
- Three letters of recommendation

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Work Environment:

The employee is subject to inside environmental conditions: protections from weather conditions but not necessarily from temperature changes.