

Clark Atlanta University

Job Description

Position Title:	Director of Institutional Effectiveness
Employee:	
Department:	Office of Planning, Assessment and Institutional Research
Reports To:	Vice President of Planning, Assessment and Institutional Research

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Reporting to the Vice President of OPAR, the Director of Institutional Effectiveness, in support of Institutional Effectiveness, is responsible for the coordination, implementation and analysis of a comprehensive program of assessment and evaluation activities at the University. The Director works closely with the University's academic and administrative units to collect and analyze student learning outcomes data with administrative units in measuring and analyzing performance outcomes and closing the loop; helps in designing measures of success and collects supporting data that assess University-wide goals and objectives. The Director provides oversight to IMPROVE (Nuventive) Assessment Management; implements an institutional assessment calendar of activities to be performed on a cyclical basis for all academic and non-academic areas; and facilitates incorporation of assessment outcomes and results into the planning and budgeting process. Supervises coordinator of assessment and accreditation.

Examples of Duties and Responsibilities:

- Assist with the implementation of the University's Institutional Effectiveness System (IES)
- Plan, implement and evaluate services of the assessment function
- Develop and implement an institution-wide assessment plan (Strategic and annual/tactical)
- Monitor implementation of the University's assessment plan activities
- Oversee the administration of Electronic Assessment System (IMPROVE)
- Assist programs and departments in developing student learning outcomes
- Assist programs and departments in developing assessment measures and procedures
- Assist programs and departments in developing use of results and applying to action plans
- Collect and analyze outcomes evaluation data and prepare reports and recommendations
- Present assessment reports to internal and external constituents
- Assist with institutional and professional program accreditations
- Assist in administering academic/administrative program review self-studies, evaluations and analysis
- Design and conduct research studies that support assessment activities of the University
- Aid in design and facilitation of data collection surveys, instruments, and inventories
- Participate in planning, budgeting, assessment, and effectiveness activities
- Plan and conduct assessment training tutorials, workshops, meetings, and presentations
- Assist with Title III activity administration
- Facilitate University Effectiveness Committee initiatives
- Serve on standing and ad hoc committees as assigned
- Perform other tasks and projects as assigned by VP of OPAR

Knowledge, Skills and Abilities

- Excellent interpersonal, organizational, communication and technical skills
- Experience in conducting training workshops, seminars, and presentations
- Ability to deliver assessment reports in a wide range of presentation modes – oral, written and technological

- Demonstrated ability to handle myriad responsibilities and projects simultaneously and independently
- Demonstrated ability to provide analysis of complex tasks, and to organize and coordinate the work of others to accomplish objectives
- Demonstrated ability to handle multiple complex tasks of program analysis and assessment and to work collaboratively with various departments in the University
- Familiar with universal assessment data collection definition, classification, and methodology
- Knowledge of sampling, survey design and data analysis
- Experience with office software packages
- Experience with electronic assessment management system
- Familiar with regional and professional program accreditation standards
- Ability to complete projects on deadlines

Minimum Hiring Standards:

Education	Masters degree required, doctorate preferred
Years of Experience Required	Five years experience in higher education setting, with teaching, testing, assessment, academic support services, evaluation methodology, and institutional effectiveness
Years of Management/Supervisor Experience	3-5 years