



ARIZONA STATE UNIVERSITY

Associate Director (Assessment), University Office of Evaluation and Educational Effectiveness

The University Office of Evaluation and Educational Effectiveness (UOEEE) at Arizona State University is a research and service facility, which focuses on assessing and improving the effectiveness of the university's academic programs and conducting studies to support administrative decision making and planning. We are looking for an Associate Director (Assessment) to join our team.

Job Description:

The University Office of Evaluation and Educational Effectiveness at Arizona State University is seeking an Associate Director for Assessment. Under administrative direction, this senior management position is responsible for designing, leading, implementing, and/or evaluating institutional assessment initiatives, consulting on improving the quality of assessment practices and outcomes, providing training and developing assessment tools and resources, and contributing to a positive culture of assessment at ASU. This position reports to the Senior Director, University Office of Evaluation and Educational Effectiveness.

Essential Duties:

- Work closely with the Senior Director and other university officials in planning, overseeing, implementing, and evaluating ASU assessment processes and practices, including general education assessment, the HLC Quality Initiative and academic program assessment processes.
- Facilitate the development and implementation of effective assessment strategies, approaches, practices, and resources in order to support faculty and student success.
- Oversee administration of rubric-based scoring of student artifacts for general education assessment, including determining/developing rubrics, training/coaching of raters, verification of inter-rater reliability, analysis/interpretation of data, and reporting/presentation of results.
- Oversee the ongoing development and revision of the institution's assessment website, tools, and resources.
- Serve as a resource and provides consultation on effective assessment practices, including valid and reliable assessment methods, analysis and interpretation of data, reporting on results, and use of data for program improvement.
- Provide feedback on assessment plans and reports, and guidance on using ASU's Assessment Portal.
- Provide training, conducts presentations and workshops, and facilitates formal/informal information sharing around assessment approaches, tools, and outcomes.
- Prepare administrative reports, including assessment approaches, activities, outcomes, and next steps.
- Support a culture of assessment across the diverse range of offerings and disciplines at ASU.
- Stay abreast of national trends in higher education assessment, institutional effectiveness, and accreditation.
- Develop and maintain effective relationships with university administrators, faculty, staff, and representatives of outside agencies.

- Assist with and plan, direct, and review the activities and operations of the department.
- Hire, train, coach, supervise, and evaluate assigned staff.

Minimum Qualifications:

Bachelor's degree in a field appropriate to the area of assignment AND seven (7) years of related administrative experience, which includes four (4) years of supervisory experience; OR, Eleven (11) years of related administrative experience, which includes four (4) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications:

- Evidence of a Master's degree in a related field with research, evaluation, and/or assessment emphasis AND five (5) years of related administrative experience which includes three (3) years of supervisory experiences OR a Doctoral degree in a related field with research, evaluation, and/or assessment emphasis AND three years of related administrative experience, which includes three (3) years of supervisory experience.
- Demonstrated administrative, managerial, and/or supervisory experience in a higher education setting. Experience in supervising professional staff in a collaborative research, evaluation, and/or assessment setting.
- Demonstrated knowledge of best practices in assessing student learning in a higher education setting, including advanced assessment systems, theories, practices, analytic techniques, and related current literature.
- Experience in leading the assessment of student learning outcomes, program evaluation, accreditation, and/or institutional effectiveness in a higher education setting.
- Experience in designing and launching assessment processes, practices, and tools.
- Experience in overseeing multiple, complex projects and meeting deadlines in a fast-paced environment.
- Experience in designing, developing, coordinating, and evaluating programs.
- Experience in providing consultation to higher education administrators, faculty and staff on assessment projects, processes, and/or best practices.
- Experience in communicating complex information effectively (written/verbal form) to a variety of audiences, including university and external constituents.
- Experience in delivering presentations, workshops, instruction, and/or training in a professional setting.
- Experience in analyzing and summarizing quantitative and qualitative data in narrative and graphical/tabular formats.
- Experience in working collaboratively with individuals at multiple levels, in diverse roles, and with diverse perspectives.
- Evidence of strong computer skills, including word processing, spreadsheets, database software, presentation, email, and/or statistical software (e.g., Microsoft Word, Excel, Access, PowerPoint, Outlook, SPSS).

Working Environment:

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. Ability to communicate verbally, read, write, see, and hear to perform essential functions. Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, copier, calculator, telephone and associated

computer technology; receive regular review of assignments for adherence to established goals and objectives. Position involves travel to other metropolitan ASU campuses for meetings.

Department Statement:

The University Office of Evaluation and Educational Effectiveness (UOEEE) promotes educational effectiveness by providing expert programs, resources, and services in social science research and evaluation; outcomes assessment; and testing and measurement for the university and its constituents.

ASU Statement:

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/relocation-services>.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume and cover letter should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

For additional information and to apply, please visit <https://cfo.asu.edu/hr-applicant> and search for Job ID#: 58899BR. The closing date for applications is February 21, 2020 at 3:00 pm Arizona time. Candidates must be eligible to work in the US. This department does not sponsor visas.