

Assistant Director, Office of Assessment
Santa Clara University

Direct Link: <https://www.AcademicKeys.com/r?job=156913>

Downloaded On: May. 13, 2021 9:14pm

Posted Apr. 3, 2021, set to expire Jul. 31, 2021

Job Title	Assistant Director, Office of Assessment
Department	
Institution	Santa Clara University Santa Clara, California
Date Posted	Apr. 3, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Business & Administration Academic Affairs
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Job Description	

Assistant Director, Office of Assessment

Position Title:Assistant Director, Office of Assessment

Position Type:Regular

Salary Range:

\$79,920 - \$93,960 annual,; commensurate with experience

Pay Frequency:Annual

Note: Letter of interest, specifying qualifications and experience is required along with the resume.

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POSITION PURPOSE

The Assistant Director will work closely with the Director of Assessment to support, promote, and expand the meaningful assessment of undergraduate and graduate student learning at Santa Clara University in multiple areas, including academic programs, institutional learning outcomes, co-curricular outcomes, and university strategic priorities.

The Office of Assessment coordinates, facilitates, and advances assessment practices and processes to support evidence-informed decision making and planning to enhance student learning and program effectiveness. The Director and the Assistant Director provide support for the assessment efforts of faculty and staff in undergraduate and graduate academic programs, the University Core Curriculum, Student Life, Undergraduate Studies, Institutional Research, and other centers or units on campus. The Director and Assistant Director partner with other units to use assessment results to guide reflection, planning and decisions about pedagogy, curricula, and other aspects of program delivery. The Office of Assessment works to advance institutional assessment-related priorities, including the program review process, accreditation, and strategic planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In collaboration with the Director of Assessment, the Assistant Director will support the following priorities:

Provide Assessment Support and Develop Resources

- * Assist individual faculty, staff, and programs in all aspects of program level assessment at the undergraduate and graduate levels, including writing learning outcomes; curriculum mapping; developing or improving assessment plans; designing meaningful assessments; and implementing action plans following assessment.
- * Provide assessment-related support for individual units' program review
- * Collaboratively develop and implement a university-wide program for co-curricular assessment and, when possible, an integration of co-curricular and curricular assessment
- * Contribute to and lead workshops about assessment and facilitate rubric scoring sessions
- * Develop rubrics, assessment tools, and instructional materials (including web-based) for training and support
- * Work with other units, such as Faculty Development and the Collaborative for Teaching Innovation, to develop professional development opportunities about course and program level assessment, assignment design, assessment of student learning, and conduct assessments of the efficacy of new teaching and learning initiatives.

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- * Collaboratively develop and implement a new program to involve students as partners in assessment

Analysis and Reporting of Data

- * Conduct statistical and qualitative analyses of data from national surveys (NSSE, CIRP, etc.) and other assessment efforts to evaluate program and university goals and learning outcomes
- * Manage data bases, analyze assessment data, and write reports to support ongoing assessments for university initiatives and multiple accrediting bodies.
- * Identify needs for additional data to support assessment (e.g., alumni surveys, focus groups), recommend appropriate instruments, and develop new survey or interview questions.
- * Effectively communicate assessment results through multiple modalities to diverse audiences.

Project Management

- * Collaboratively design and implement needs assessment, program review and strategic plan for the Office of Assessment
- * Collaboratively design and independently direct new initiatives

Communications

- * Communicate about assessment activities, findings, programs and events of relevance to the campus
- * Promote programs and events using multiple modalities
- * Improve and update digital resources, including the Office of Assessment website
- * Assist in the coordination of meetings, including the University Assessment Committee

PROVIDES WORK DIRECTION

- * Provide regular supervision, work direction, evaluation and mentoring of student assistants

GENERAL GUIDELINES

- * Recommends initiatives and implements changes to improve quality and services.
- * Identifies and determines causes of problems; develops and presents recommendations for

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improvement of established processes and practices.

- * Maximizes productivity through use of appropriate tools; planned training, and performance initiatives.
- * Researches and develops resources that create timely and efficient workflow.
- * Prepares progress reports; informs supervisor of project status and deviation from goals. Ensures completeness, accuracy and timeliness of all operational functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

Knowledge, Skills, and Abilities

- * Knowledge of research literature on assessment and evaluation of teaching and learning in higher education, and the ability to translate that knowledge into practice
- * Training in and experience with the assessment of student learning in higher education, including co-curricular and academic outcomes
- * Demonstrated experience in and strong passion for empirical research and answering questions with data
- * Ability to use data retrieval tools and create data sets from multiple sources
- * Demonstrated proficiency with statistical tools such as SPSS, SAS, R or similar tools
- * Ability to use visual data tools to represent data to non-technical audiences
- * Interpersonal and communication skills to effectively convey findings and broad trends to a variety of audiences, including senior leadership and faculty
- * Demonstrated experience and ability to work collaboratively with diverse individuals and groups that have varying perspectives, levels of knowledge, and skills about assessment
- * Ability to work independently and in teams and to take the initiative, especially in new ventures
- * Excellent analytical and organizational skills and ability to manage multiple tasks
- * Ability to listen effectively, to provide tactful feedback and support, and to use sound judgment in confidential matters
- * Excellent written communication skills

Education

- * A Master's is required; a PhD is preferred. Degrees in related fields (e.g., education, social sciences,

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assessment) are also preferred.

Years of Experience

* 3 or more years of higher education experience working directly with student learning assessment at an institutional level, ideally addressing academic and co-curricular outcomes. Previous university or college teaching experience and/or work with faculty development is desirable.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

- * Considerable time is spent at a desk using a computer terminal.
- * May be required to travel to other buildings on the campus.
- * May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- * Typical office environment.
- * Mostly indoor office environment with windows.

EEO Statement
Equal Opportunity/Notice of Nondiscrimination

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Santa Clara University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Applications from members of historically underrepresented groups are especially encouraged. For a complete copy of Santa Clara University's equal opportunity and nondiscrimination policies, see <https://www.scu.edu/title-ix/policies-reports/>

Title IX of the Education Amendments of 1972

Santa Clara University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender, and prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. The Title IX Coordinator and Section 504 and ADA Coordinator is Belinda Guthrie, Director of Equal Opportunity and Title IX, 408-551-3043, bguthrie@scu.edu, www.scu.edu/title-ix. Inquiries can also be made to the Assistant Secretary of Education within the Office for Civil Rights (OCR).

Clery Notice of Availability

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services website. To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

Americans with Disabilities Act

Santa Clara University affirms its' commitment to employ qualified individuals with disabilities within the workplace and to comply with the Americans with Disability Act. All applicants desiring an accommodation should contact the Department of Human Resources, and 408-554-5750 and request to speak to Indu Ahluwalia by phone at 408-554-5750 or by email at [\[url=https://apptrkr.com/get_redirect.php?id=2208758&targetURL=mailto:iahlwalia@scu.edu\]iahlwalia@scu](mailto:iahlwalia@scu.edu)

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[url=https://apptrkr.com/2208758]https://wd1.myworkdaysite.com/en-US/recruiting/scu/scu/job/Santa-Clara-CA/Assistant-Director--Assessment_R634

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Santa Clara University

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