

Associate Director for Assessment
Old Dominion University

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Posted May 22, 2024, set to expire Oct. 31, 2024

Job Title	Associate Director for Assessment
Department	INSTITUTIONAL ASSESSMENT
Institution	Old Dominion University Norfolk, Virginia
Date Posted	May 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://jobs.odu.edu/postings/20933
Apply By Email	
Job Description	

Job Summary

The Associate Director for Assessment manages annual academic assessment reporting process for all academic programs.

- Assists and trains teaching and administrative faculty in the development of assessment plans and reports for all academic programs to demonstrate institutional effectiveness.
- Supports Strategic Planning, institutional accreditation (SACSCOC), and other University initiatives.
- Participates in the development of original data collections in the form of surveys and focus groups.
- Supervises staff in support of all program and general education assessment initiatives.
- Provides consultation and leadership to faculty assessment committees.

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- Responds to ad hoc data inquiries from both University and outside constituencies in the area of student assessment.

Master's degree in social science, education, business or related area

- Considerable documented ability to plan and execute long term, recurring, complex projects.
- Considerable documented communication, leadership, organizational, and collaboration skills.
- Documented working knowledge of assessment theory and practice.
- Considerable documented ability to collaborate with a variety of stakeholders.
- Considerable documented ability to work as a member of a team to reach common goals.
- Documented basic skills with database, spreadsheet, word processing and presentation software applications.
- Documented basic understanding of principles of accreditation and data requirements.
- Basic work experience in a higher education setting.
- Basic experience working in an academic context with faculty and administrators.
- Some experience using and analyzing data to create presentations and reports.
- Some experience collaborating with faculty to develop assessment plans and reports.

Preferred Qualifications

- Considerable knowledge of survey development and online software.
- Considerable experience working with web development software.
- Considerable experience working with an assessment platform (e.g., WEAVE).
- A doctoral degree and/or teaching experience .

Contact Information

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

Contact