

# Assistant Director, Assessment College of Public Service

---

## Position Details

---

### Title Information

Requisition Number	00779
Job Title	Assistant Director, Assessment College of Public Service
Division	Academic & Student Affairs
College	Public Service
Department	College of Public Service
Job Code	2457
Grade	26
FTE	1.0
Full Time/Part Time	Full-time
FLSA Status	Salary

### About UHD

The University of Houston-Downtown is a comprehensive four-year university offering bachelor's and selected master's degree programs and providing strong academic and career preparation as well as life-long learning opportunities. Located in the heart of the city, the University reflects the diversity of the Greater Houston Metropolitan Area, and, through its academic programs, engages with the community to address the needs and advance the development of the region. UHD is an inclusive community dedicated to integrating teaching, service, and scholarly research to develop students' talents and prepare them for success in a dynamic global society. UHD draws students from throughout the Greater Houston area. UHD is considered one of the most ethnically diverse liberal arts institutions in the southwest, a distinction that indicates the student body accurately reflects the Houston community's wealth of cultures, languages and nationalities. The University offers all students a specially tailored opportunity for quality higher education, as well as small classes. UHD employed over 1,100 faculty and staff.

Since opening its doors in 1974, UHD has grown in mission and service, and now offers baccalaureate degrees in 44 areas and eight master's degree programs. Over 14,000 students attend classes in five Colleges: Business, Humanities and Social Sciences, Public Service and Sciences and Technology, as well as University College, which serves as the entry point for all students coming to UHD. Approximately 2,000 students graduate each year with degrees in humanities and the arts, social sciences, business, the sciences and technology, education and criminal justice. As one of the four distinct and separate components of the University of Houston System, UHD offers educational opportunities and access to students from a variety of backgrounds, including many first-generation college students, students who work full- or part-time, students with additional family obligations, and students who transfer from community colleges and other higher education institutions. [The University of Houston System](#) a public system of higher education that includes three other universities in addition to UHD— [The University of Houston](#), [UH-Clear Lake](#) and [UH-Victoria](#) as well as two teaching centers — [UH System at Sugar Land](#) [UH System at Cinco Ranch](#).

### Non-Discrimination Policy

The policy of the University of Houston-Downtown (UHD) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of

employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UHD prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Employees, students, and visitors to campus with questions and/or complaints regarding discrimination, or sexual misconduct (such as sexual violence) under Title IX may contact Mr. Tommy Thomason, Title IX Coordinator and Assistant Dean, Student Affairs or the U.S. Department of Education's Office for Civil Rights. Mr. Thomason can be contacted as follows:

Mr. Tommy Thomason  
One Main Street, Suite S-380  
Houston, TX 77002-1001  
thomasont@uhd.edu  
(713) 221-8056

## Notes to Applicants

- To be considered a candidate for this position an application, resume, and cover letter are required.
- This is a security sensitive position; a complete background investigation is required.
- In accordance with H.B. #558, Selective Service Registration may be required. Offer of employment contingent upon verification of individual's eligibility for employment in the United States.

As required by law, the University of Houston-Downtown is an active participant of E-Verify. E-Verify electronically verifies employment eligibility with the Department of Homeland Security and the Social Security Administration.

## Position Information

### Position Number

01015791

### Job Description

Job Summary:

The Assistant Director of Assessment has primary responsibility for maintaining an integrated, high-quality College-wide assessment effort, as well as providing support for all discipline-specific accreditation initiatives. The Assistant Director will be responsible for working with faculty for overall planning, organizing, and coordinating the activities required for college and program assessment and supporting discipline-specific accreditation efforts. The Assistant Director will work with college stakeholders, including the Dean, Associate Deans, Chairs, Program Coordinators, Center Directors, and Faculty to design and implement sustainable, full-cycle assessment systems. Additionally, he/she will document and evaluate the use of learning data to support improvements in the system. The Assistant Director will also oversee an annual assessment program for the College in order to develop action plans for continuous improvement of programs.

### Job Duties:

- Coordinates the collection and analysis of all accreditation (SACSCOC and other accreditation agencies) data for agencies
- Works with the University's Office of Institutional Effectiveness to ensure alignment of College and University efforts
- Identify and support the development of assessment instruments/rubrics for the evaluation of academic courses, and college effectiveness. Conduct research for existing rubrics that faculty can use as needed.
- Assists faculty as needed to review and refine student learning outcomes and program outcomes, and ensure that all course syllabi have measurable outcomes
- Works with faculty in academic programs in developing, maintaining, and conducting

effective assessment activities resulting in program continuous quality improvement reports; drafts quarterly and annual assessment reports

- Maintain confidentiality of protected data
- Supports the implementation of learning assessment tools (e.g. data entry, reporting, develop instructional documentation)
- Develop documentation and communications to support assessment and accreditation efforts
- Provide research, analytic and data support as appropriate to faculty (e.g. survey support, basic descriptive statistics, content analysis of program accreditation requirements, historical documentation overviews).
- Responsible for input of assessment data
- Some travel may be required to attend workshops and seminars related to assessment and accreditation
- Supervise work study students as needed.
- Performs other duties as assigned

Knowledge:

- Proficiency in the use of assessment tracking and data analysis tools, statistical databases and MS Office suite of applications, including MS Project.
- Highly organized, independent, detail-oriented and able to work productively in a fast-paced environment.

Skills:

Knowledge of statistical and data analysis (qualitative and quantitative).

Abilities:

- Ability to serve as an effective team member in a college with diverse programs.
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

**Requirements**

Education:

Master's degree

Experience:

Minimum four (4) years of job-related assessment experience.

**Preferred Qualifications**

Experience working on learning assessment and accreditation projects is an asset.

**Security Sensitive Position**

Yes

**Employee Class**

Staff

---

**Supplemental Questions**

---

Required fields are indicated with an asterisk (\*).

1. \* Do you have a Master's degree?
    - o No
    - o Yes
  2. \* Do you have a minimum four (4) years of job related assessment experience?
    - o Yes
    - o No
- 

**Documents Needed to Apply**

---

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

None