
Assistant Director, Assessment

Position Details

Title Information

Requisition Number	00870
Job Open Date	10/06/2016
Job Title	Assistant Director, Assessment
Division	Academic & Student Affairs
College	Science & Technology
Department	Sciences & Technology
Responsible Hiring Manager	Heather Davis, Akif Uzman
Job Code	2457
Grade	26
Proposed Salary	\$51,461
FTE	1.0
Speed Type	10302
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 employs over 1,400 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. Approximately 2,400 students graduate each year with degrees in humanities and the arts, social sciences, business, the sciences and technology, education, criminal justice, and social work. 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 is 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](#) and [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

- An application, resume, and cover letter is 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.
- In compliance with Texas State Senate Bill (S.B.) 805, the University of Houston–Downtown is committed to providing a preference in employment to eligible veteran, disabled veteran, surviving spouse of veteran and orphan of veteran applicants who meet minimum qualifications and any special qualifications for the position to which they apply. The required preferences do not compel the University to appoint a veteran, disabled veteran, surviving spouse of a veteran or orphan of a veteran. However, they do require that those who meet the veteran preference eligibility be appointed when their application assessment, combined with the veteran's preference, is equal to or higher than that of a non-veteran.

Position Information

Position Number

01015790

Job Description

Summary of the Job:

The Assistant Director of Assessment supports degree programs and co-curricular and administrative units within a College in assessing program effectiveness, using the results of assessment to improve student learning and program quality and in maintaining documentation needed for regional and discipline-specific accreditation. Working collaboratively with college stakeholders, including the Dean, Associate Deans, Chairs, Assistant Chairs, Faculty Assessment Coordinators, Program

Coordinators, and Faculty as well as the university's Office of Institutional Effectiveness, the Assistant Director assists with identification and development of assessment instruments, coordination of data collection, data analysis, summarizing assessment findings, assessment and accreditation report development and the systematic maintenance of assessment documentation.

Duties:

- Works with the University's Office of Institutional Effectiveness to ensure alignment of College and University programmatic assessment efforts
- Promotes a college-wide culture of assessment through consultation, instruction, and professional development with faculty, staff and academic administrators
- Assists programs with discipline-specific accreditations in their assessment efforts and in integrating them with assessment efforts for SACS
- Assists programs wishing to explore the possibility of discipline-specific accreditation
- Aids faculty members, academic administrators, and staff in designing and improving all aspects of the assessment of program-level student learning and program effectiveness outcomes including:
 - development of learning and effectiveness outcomes
 - curriculum mapping and course and program outcome alignment
 - research, development and selection of valid and reliable assessment instruments
 - development and coordination of data collection schedules
 - organization and facilitation of calibration and norming during rubric-based evaluation of student artifacts
 - analysis and summarizing assessment results of qualitative and quantitative data
 - drafting assessment reports which summarize assessment activities
 - coordination of the implementation of improvement strategies
 - coordination of the collection, analysis and archival of materials and information needed to remain in compliance with external accreditation standards, including the Southern Association of Colleges and Schools (SACS), ABET, and the Texas Higher Education Coordinating Board.
- Works with the Offices of Institutional Effectiveness and Institutional Research in identifying data useful for assessment of student learning outcomes
- Maintains confidentiality of data
- Responsible for input of assessment data into the University's assessment management system

Marginal Duties:

- Some travel may be required to attend workshops and seminars related to assessment and accreditation
- 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 is an asset
- Knowledge of rubric and survey development, basic statistics and methodologies used in the analysis of qualitative data is an asset

Skills:

- Highly organized, independent, analytical, detail-oriented and able to work productively in a fast-paced environment

Abilities:

- Ability to serve as an effective team member in a college with diverse programs
- Demonstrated ability to communicate with a wide range of individuals and College related constituencies as a critical team member in assessment and accreditation

Requirements

Education:

- Master's degree
- Experience:*
- Minimum four (4) years of experience related to the management and implementation of program assessment and maintenance of regional and specialty accreditation.
- Experience working in higher education with faculty on learning assessment and accreditation projects.

Preferred Qualifications

- Direct experience related to the management and implementation of program assessment and maintenance of regional and specialty accreditation is an asset.
- Experience working with faculty in curriculum, student learning, and/or program assessment is an asset.

Security Sensitive Position

Yes

Employee Class

Staff

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

EEO Category

Administrative/Professional

Is this a replacement hire?

No

If yes, date position was vacated**Send to HERC?**

Yes

HERC Categories

Academic/Faculty Affairs, Administrative/Support, Social/Behavioral Sciences, Technology Transfer, Education, Education/Training

Quick Link

<http://jobs.uhd.edu/postings/2767>

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Can you please indicate the highest level of education you have completed?
 - High school diploma or GED - (disqualifying)
 - One year of college (30 credit hours) - (disqualifying)
 - 18 months of college (45 credit hours) - (disqualifying)
 - Vocational training up to 18 months - (disqualifying)
 - Two years of college (60 credit hours) - (disqualifying)
 - Associate's degree - (disqualifying)
 - Advanced technical training over 18 months - (disqualifying)
 - Three years of college (90 credit hours) - (disqualifying)
 - Bachelor's degree - (disqualifying)
 - Master's degree
 - Ph.D.
 - Other Terminal degree
2. * Do you have a minimum of four (4) years of job-related experience?
 - Yes

- o No - (disqualifying)

Search Committee

Name	Email	Chair?	Status
Lea Campbell	campbellc@uhd.edu	Yes	approved
Jerry Johnson	johnsonj@uhd.edu	No	approved
Linda Becerra	becerral@uhd.edu	No	approved
Ermelinda DeLaVina	delavinae@uhd.edu	No	approved
Vassilios Tzouanas	tzouanasv@uhd.edu	No	approved
Philip Lyons	lyonsp@uhd.edu	No	approved
Kendra Mhoon	Mhoonk@uhd.edu	No	approved
Heather Davis	davish@uhd.edu	No	approved

Ranking Criteria Questions

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

None

Guest User

Guest User Credentials

- Username: gu66084
- Password: O8fN6F

Email Addresses of Guest User Recipients

None Entered.

References

References

Will this position accept reference letters? No

Email reminder days

Cutoff date

Minimum Number of Requests

Maximum Number of Requests

Instructions to Reference Provider