

# Assistant Director of Institutional Assessment

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## Position Details

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### Title Information

<b>Requisition Number</b>	00985
<b>Job Title</b>	Assistant Director of Institutional Assessment
<b>Division</b>	Academic & Student Affairs
<b>College</b>	Academic Affairs & Provost
<b>Department</b>	Institutional Effectiveness
<b>Job Code</b>	2221
<b>Grade</b>	26
<b>FTE</b>	1.0
<b>Full Time/Part Time</b>	Full-time
<b>FLSA Status</b>	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 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.
- 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

01012476

#### Job Description

##### Summary of the Job:

The Assistant Director, Institutional Assessment supports degree programs and co-curricular and administrative units within the University 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 university stakeholders, 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:**

- Assists degree programs and co-curricular and administrative units with discipline-specific accreditation in their assessment efforts and in integrating them with assessment efforts for Southern Association of College and Schools, Commission on Colleges (SACSCOC)
- Works with the Assessment leadership to ensure coordination and alignment of programmatic assessment efforts
- Assists in the management and documentation of standing assessment committees and the General Education Committee
- Responsible for input of assessment data into the University's assessment management system
- Aids faculty members, academic administrators, and staff in designing and improving all aspects of the assessment of program-level learning outcomes and program effectiveness outcomes
- Collaborates with Institutional Research in identifying data useful for assessment of student learning outcomes

**Marginal Duties:**

- Promotes a university-wide culture of assessment through consultation, instruction, and professional development with faculty, staff and academic administrators
- Assists in maintaining the Office of Institutional Effectiveness website
- Performs other duties as assigned

**Knowledge:**

- Knowledge of best practice in assessment of co-curricular, administrative and academic programs
- Knowledge of rubric and survey development, basic statistics and methodologies used in the analysis of qualitative data
- Proficiency in the use of assessment tracking and data analysis tools and MS Office suite of applications, including MS Project, and survey software (e.g., Qualtrics).
- Knowledge of trends, issues, and accepted practices relevant to the position

**Skills:**

- Must have organizational and analytical skills as well as detail oriented
- Candidates must have strong analytical and problem solving skills, as well as excellent interpersonal and communication skills

**Abilities:**

- Ability to work independently
- Ability to serve as an effective team member in a university with diverse programs
- Ability to work productively in a fast-paced environment
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community

**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

**Preferred Qualifications****Security Sensitive Position** Yes**Employee Class** Staff

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**Supplemental Questions**

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

1. \* What is your highest level of education?
  - High School/GED
  - 30 hours of completed college course work
  - Associates Degree or 60 hours of completed college course work
  - Bachelors Degree
  - Masters Degree
  - Doctorate Degree (e.g. PhD, EdD)
  - Professional Degree (e.g. JD)
2. \* Do you have a minimum four (4) years of experience related to the management and implementation of program assessment and maintenance of regional and specialty accreditation?
  - Yes
  - No

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**Documents Needed to Apply**

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**Required Documents**

1. Resume
2. Cover Letter/Letter of Application

**Optional Documents**

None