

JOB INFORMATION

Effective Date	9/1/2022
Job Code:	2527
Job Title:	Associate Director, Evaluation/Assessment
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The Associate Director, Evaluation and Assessment provides leadership for and participates in assessment and planning efforts across UHCL libraries; leads the collection analysis, and documentation of assessment data that enable continuous review, evaluation, and improvement of services that achieve strategic objectives related to library operations and user needs; supports data visualization, analysis, and reporting needs across the Libraries. Coordinates projects and supports colleagues in assessment work, ensuring shared actions and broad understanding toward assessment and assessment measures. Provides support for strategic planning initiatives. Represents the Libraries for assessment initiatives on a state and local level.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Library Science.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Minimum of four years of experience conducting assessment and user research studies using qualitative and quantitative methods.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of trends, issues, and accepted practices relevant to library services. 	Skilled
<ul style="list-style-type: none"> Recognizes and apprises appropriate library administrator when resolution requires senior management input and/or approval. 	Skilled
<ul style="list-style-type: none"> Understands integrated library systems, such as ALMA/ Primo. 	Skilled
<ul style="list-style-type: none"> Strong analytical and problem-solving skills, as well as excellent interpersonal and communication skills. Formulates plans and strategies to proactively resolve anticipated problems. 	Skilled
<ul style="list-style-type: none"> Excellent organization skills; strong analytical and problems solving skills. 	Skilled
<ul style="list-style-type: none"> Proficiency in use of various PC applications (ex. Word, Excel) and assessment or visualization tools. 	Skilled
<ul style="list-style-type: none"> Demonstrates the ability to apply those skills and knowledge to competently preform his/her job duties and assignments. 	Skilled
<ul style="list-style-type: none"> Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community. Treating all with courtesy, respect, and dignity in the workplace. Promotes cooperation and collaboration through open and honest communications and consideration of others ideas, thoughts, and opinions. 	Skilled
<ul style="list-style-type: none"> Ability to effectively train others, assign tasks, and supervise progress on assigned work. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Collaborate with other library departments and personnel to determine data needs and appropriate visualization tool and methods, including the annual library reports to the academic community. 	25%
<ul style="list-style-type: none"> Collects and analyzes qualitative and quantitative data to advise library leadership for evidence-based decision making. 	25%
<ul style="list-style-type: none"> Monitoring key performance indicators such as return on investment and usage trends. Gathers data on library operations and performance and provides reports for public information, information agencies and quality control support (such as IPED). 	20%
<ul style="list-style-type: none"> Supervises one part-time student worker. Responsible to coach, lead, and manage projects. 	10%
<ul style="list-style-type: none"> Works with other unit leaders to plan and implement new services, processes and programs. 	10%
<ul style="list-style-type: none"> Represents the library in University and system-wide meetings as needed as an alternate for the Executive Director. 	5%
<ul style="list-style-type: none"> Other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description