

JOB INFORMATION

Effective Date	2/13/2023
Job Code:	2256
Job Title:	Dir, Planning & Assessment
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Director, Planning and Assessment coordinates planning and assessment activities for the College of Education (COE), including those related to CAEP (Council for the Accreditation of Educator Preparation), state, external accreditation, and the university. Collaborates with faculty and staff to identify appropriate outcome measures for students and programs and guides the development and maintenance of an assessment system to provide adequate data to support decision-making. Also collaborates with university staff to develop an effective automated data collection and reporting system for budget planning and institutional effectiveness measures. Prepares reports using data from multiple sources that are in different data formats.

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	
Bachelor's Degree	from an accredited institution.	Required	
Master's Degree	from an accredited institution in an academic field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum of five years of progressively responsible administrative experience in institutional research, assessment or planning. (Relevant experience includes data collection, analysis and interpretation, strategic planning, project management and assessment, accreditation processes and requirements, and assessment of student learning.)	Required	
Less than 3 yrs	Demonstrated experience with quantitative research methods and statistics.	Required	
Less than 3 yrs	Two years of program evaluation and institutional effectiveness.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Experience with databases. Experience with university planning and assessment. Mastery of MS Access and MS Excel		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Self-starter with initiative and the ability to work under minimal supervision.	Skilled
• Ability to produce neat and accurate work with an attention to detail.	Proficient
• Excellent interpersonal skills.	Skilled
• Excellent organizational skills with ability to prioritize tasks and meet deadlines.	Skilled
• Clear, precise, and effective written and oral communication skills in English.	Proficient
• Ability to assimilate information from various sources into a logical and presentable format.	Basic
• Expertise with common database applications.	Proficient
• Sound knowledge of qualitative research methods.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversees the development and maintenance of the automated college assessment system.	20%
• Prepares reports for internal and external entities.	20%
• Collaborates with faculty and staff to identify appropriate outcome measures to meet University and CAEP accreditation requirements.	10%
• Coordinates data dissemination among all school offices and programs.	10%
• Prepares or coordinates ad hoc requests for information from school faculty and staff.	10%
• Works with faculty and administrators to determine specific informational needs and determine the best sources of information for meeting those needs.	10%
• Assists with the development and maintenance of the university's institutional effectiveness.	10%
• Performs other duties as assigned.	10%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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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