

JOB INFORMATION

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|-------------------------|--|
| Effective Date | 12/15/2021 |
| Job Code: | 2301 |
| Job Title: | Dir, Assessment and QEP |
| Salary Grade/Structure: | 080 - Admin-Professional |
| Career Level Name: | M4 - Senior Manager |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | Academic Affairs |
| Job Family: | Assessment & Accreditation |
| Job Summary | The Director of Assessment /QEP is responsible for supporting assessment, accreditation, and oversees the implementation of the Quality Enhancement Plan (QEP).This includes activities related to department and college assessment and accreditation; the implementation and assessment of the QEP; and Strategic Plan assessment. The director manages software and platforms for assessment, accreditation, faculty reporting, and strategic planning. The director supports the Executive Director of Academic Planning and Assessment. |

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 | in Mathematics, information science, or related field | Required | |
| Doctoral Degree | in Statistics, research, evaluation, management | Preferred | |

Work Experience

| Experience | Experience Details | Required/Preferred | |
|--------------|--|--------------------|--|
| Some | Demonstrated subject expert and leader in academic assessment and accreditation | Required | |
| Considerable | Demonstrated success with leadership position accountable for organizational compliance with evidence-based reporting tied to regulations; or established academic and organizational record of success. | Preferred | |

Licenses and Certifications

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

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|---|-------------|
| • SACSCOC accreditation standards and requirements. | Proficient |
| • Quantitative and qualitative research methods | Proficient |
| • Quality Enhancement Plan development and implementation. | Skilled |
| • Excellent technological and analytical skills, including an advanced knowledge of Excel, database management, data visualizations, reporting, and information management. | Proficient |
| • Statistical orientation with experience using Tableau, SPSS, or other statistical packages. | Proficient |
| • Peoplesoft. | Basic |
| • Excellent leadership, problem solving, and analytical skills. | Proficient |
| • Flexibility in work style, demonstrated ability to adapt successfully to changing work environment and needs. | Skilled |
| • Independently juggle challenging, multiple projects, prioritizing and meeting deadlines. | Proficient |

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|---|--------|
| • Provides direction, leadership, and advice to deans, faculty, administrators, and others involved in the design, development, assessment, and evaluation of academic programs and departments to meet SACSCOC accreditation guidelines. | 20% |
| • Plays a key leadership role in supporting the academic mission of the university by facilitating accurate, streamlined, and comprehensive processes for ongoing academic assessment of student learning for a diverse student population. | 20% |
| • Directs the implementation and ongoing assessment of the QEP. | 20% |
| • Prepares reports using data from multiple sources in different data formats for all assessment, accreditation, and QEP activities. | 15% |
| • Collaborates with the AVP for Academic Affairs, Executive Director of Academic Planning and Assessment and departments across the university to lead assessment efforts that support the university mission and strategic initiatives. | 10% |
| • Provide assistance in designing measurable outcomes and conducting data analysis to enhance unit and department capacity to conduct effective and meaningful outcomes assessment to satisfy accreditation guidelines and ensure cyclical practices leading to continuous improvement. | 5% |
| • Oversees the Core Curriculum Assessment. | 5% |
| • Additional duties/responsibilities as assigned. | 5% |

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

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 |
|------------------|-------------------|
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