

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Director of Assessment and Institutional Effectiveness **Department:** Academic Services

Debbie Blue 12.01.11 R. Stanton Norman 12.01.11
Prepared by date Approved by date

Supervision received: **Associate Provost**
By title

Supervision given: **Administrative Assistant to Academic Services and student workers**
By title(s)

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Director of Assessment and Institutional Effectiveness (DAIE) provides leadership for university functions as related to the assessment of student learning on campus, designs quantitative and qualitative studies, analyzes data, and reports results on issues of university-wide importance. With staff support, the Director gathers data and submits reports required by federal and state agencies, accreditation and other entities. This position provides support for OBU's program review and strategic planning processes.

Essential Functions:

- Provide leadership, training and support for OBU's program review and strategic planning processes
- Coordinate with the Higher Learning Commissions (HLC) Assessment Academy and university accreditation efforts to ensure assessment efforts are consistent with HLC guidelines
- Lead the implementation of an institution-wide assessment plan for both core and program curricula with the purpose of furthering student achievement of OBUs learning goals
- Assist curricular and co-curricular programs in establishing and integrating program assessment with university-wide assessment processes
- Participate in assessment policy development, implementation and review
- Promote and foster a culture of evidence and assessment across the university
- Provide training on current assessment practices and procedures
- Assist program units in the development of effective assessment measures
- Collaborate with programs holding accreditation which would include, but not be limited to programs in the College of Business, the Division of Teacher Education, the College of Fine Arts, and the College of Nursing
- Responsible for the Institutional Effectiveness website, including the OBU Fact Book, Enrollment and Strategic Plan Dashboards and Profile of Academic Majors and Minors
- Serve on committees as assigned which could include, but not be limited to Curriculum Committee, Assessment Committee, and Institutional Effectiveness Committee
- Develop and administrate budgets for Academic Assessment and Institutional Effectiveness

____ New ____ Revision: _____ FLSA: _____ *HR Office only* IPEDS: _____ Sal/Grd assignment: _____

- Develop strategic initiatives and objectives as well as innovative plans for Academic Assessment and Institutional Effectiveness
- Supervise the staff assigned to the office of Academic Assessment and Institutional Effectiveness
- Design and oversee research efforts with an institutional scope and assist departments and offices with specific research needs
- Coordinate and oversee the administrative and course evaluation process
- Develop and administer surveys to inform institutional planning
- Analyze data and provide reports for Academic Program Review
- Serve as the administrator for various online assessment/research tools
- Perform other duties as assigned

Qualifications:

Knowledge, Skills, and Abilities:

- Knowledge of effective leadership in higher education and exceptional commitment to Christian higher education
- Energetic and enthusiastic personality; high standards of conduct, appearance and attitude
- Excellent interpersonal, verbal and written communication skills
- Ability to work independently with minimal supervision and to work and lead collaboratively
- Ability to manage financial resources
- Knowledge of best practices in assessment and improvement of university student learning
- Demonstrate quantitative and qualitative skills in methods to gather analyze and report on findings
- Demonstrate skill in web-based publishing
- Demonstrate expertise in working with various constituencies to design instruments and review results
- Demonstrate ability to supervise staff and lead groups working in a collaborative, strategy-driven environment

Education and Experience: *List Education that would likely lead to the possession of the required KSAs.*

- **Preferred:** Earned Doctoral degree in a field relevant to institutional research in higher education. Experience with the Higher Learning Commission and other accrediting bodies.
- **Required:** Master's degree and experience in institutional research and assessment relevant to higher education

Equipment:

- Proficiency in the use of current quantitative and qualitative assessment tools necessary to gather, analyze and report the statistical data for all surveys, studies and reports required of OBU
- Proficient in standard office equipment, including personal computer, fax and copier
- Competence in using Microsoft Office application software required

Physical Requirements:

- Ability to operate computer and other equipment, answer telephone and direct telephone calls and communicate effectively with a variety of constituents
- Sufficient mobility and physical stamina to walk about the campus to visit various offices and to travel to local, regional and national locations

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local evangelical church
- Must accept the purposes and goals of OBU and show the ability to work with people from varied backgrounds. Leadership qualities required include organizational and supervisory skills, collaborative-relational skills, ability to communicate in a positive manner on a professional level with administrators, colleagues, and ability to instill a sense of purpose and commitment with colleagues.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*