



## **Staff Position in the Office of Academic Affairs: Director of Academic Assessment**

**Available:** Immediately

### **Position Description**

Reporting to the Chief Academic Officer, the Director of Academic Assessment provides support and assistance to the Office of Academic Affairs by extracting data from institutional databases, surveys, and evaluations to create reports to meet demands from internal and external constituencies. This position is responsible for developing a collaborative network of contacts, including but not limited to colleagues at other higher education institutions, accrediting agencies, and national policy organizations. This position is expected to be aware of national trends related to institutional research, assessment, and effectiveness. This position provides support and direction for university personnel to establish effective practices in institutional effectiveness.

### **Examples of work performed**

- Provide support in the production of statistical and planning reports relevant to decision making.
- Responsible for all institutional academic assessment activities throughout the University.
- Design and conduct institutional research studies on various aspects of the student learning process.
- Provide support in research-related processes (e.g., data gathering, data entry, data analysis, and reporting).
- Provide data analysis support for institutional reporting, ad hoc studies, and requests for information.
- Create reports using complex data sets derived from other sources.
- Assist in responding to mandatory state and federal reports.
- Design and produce surveys and forms used in data gathering.
- Provide leadership and vision for the University's institutional effectiveness.
- Engage collaboratively in strategic and tactical planning on a system-wide basis.
- Lead and support Academic Affairs departments in creating programs and plans on academic assessment and institutional effectiveness.

- Participate in local, regional, and national conferences that concern institutional effectiveness and assessment, and that offer the opportunity to enhance visibility of OKWU as a provider of quality education.
- Develop support programs and materials for campus use of assessment activities.

**Qualifications:**

- Bachelor's degree from a regionally accredited college or university. Master's degree strongly desired.
- Knowledge of research methods (quantitative and qualitative).
- Familiarity with statistical analysis and experience using SPSS or other statistical software.
- Knowledge of various computing environments and the ability to learn new systems.
- Expertise in desktop office suite (e.g. Microsoft Office).
- Experience in application/report development.
- Thorough understanding of institutional effectiveness in terms of best practices, current research, student development, and learning.
- Ability to maintain an established work schedule.
- Ability to attend to detail and ensure accuracy of data and reports.
- Ability to produce data reports from complex data sets.
- Effective oral, written, and interpersonal communication skills and the ability to interact effectively as a member of a team.
- Ability to interact successfully with academic as well as business and regulatory personnel.
- Effective organizational and planning skills.

**The University:** Sponsored by The Wesleyan Church, Oklahoma Wesleyan University is committed to the pursuit of truth through both natural inquiry and Biblical revelation, seeing knowledge as a harmonious whole under the Lordship of Jesus Christ. Staff and faculty members are expected to embrace the university's mission, to affirm an established statement of faith, and to follow the university's lifestyle standards. Located in Bartlesville, Oklahoma, the university is only forty minutes north of the Tulsa metropolitan area. Bartlesville offers an unusually high quality of life, coupled with an unusually low cost of living, and employees enjoy a generous benefit package.