

# Warren Wilson College

## Position Description

<b>POSITION TITLE:</b>	Assistant Director of Educational Assessment & Institutional Research <i>(Full-time, 12-month position)</i>
<b>DEPARTMENT:</b>	Assessment & Research
<b>DIVISION:</b>	Academic Affairs
<b>REPORTS TO:</b>	Director of Educational Assessment & Institutional Research

### **POSITION SUMMARY:**

Primary responsibilities are to provide assistance and support to the Office of Educational Assessment & Institutional Research and to the accreditation responsibilities of the college.

The Office of Assessment & Research is responsible for assuring an effective quality assurance and assessment program across the College Triad Education Program of academics, work, and service including gathering, organizing, interpreting, and disseminating educational outcome data and assisting programs and departments to develop and implement their student learning outcome assessment and improvement plans. The Office also provides leadership in the collection, interpretation, analysis, use, and dissemination of institutional data for support of the College's strategic planning and decision-making process.

### **SPECIFIC RESPONSIBILITIES:**

1. Assists with the management of the overall daily operations of the Office of Educational Assessment & Institutional Research, particularly assisting in prioritization of requests made of the Office.
2. Supervises student work crew (one student, with possibility of more in the future).
3. Assists the Director of EA and IR with the presentation of data to various constituents.
4. Works closely with the VPAA and the Director of EA and IR to strengthen College-wide assessment practices.
5. Gathers and maintains institutional records relating to the SACS accreditation process; including the Quality Enhancement Plan, the Five-Year Interim Report, and decennial reaccreditation review. Works closely with the College's Accreditation Liaison (currently the VPAA) in preparing reports for submission to SACS regional accrediting agency.
6. Assists departmental administrators, faculty, and academic support staff in annual assessment reports and periodic program reviews.
7. Coordinates data requests and documentation for assessment reports. Organizes and archives records and files. Ensures the effective physical production and the accuracy of documents and reports.
8. Develops, coordinates, and administers surveys; collects, transcribes and/or scans responses; and analyzes results to assist in reporting. Designs and administers Web-based questionnaires using online survey tool, Zoomerang, and reports results of the questionnaires.
9. Maintains and enhances College web pages related to Assessment & Research activities (using Marionette and possibly other web-design programs), ensuring accuracy and timeliness of information posted there.
10. Provides support for the Assessment Committee, including scheduling meetings, preparing agendas, recording and distributing meeting minutes, and maintaining records of committee activities.
11. As follow-up to the 2004 Quality Enhancement Plan, facilitates assessment of First Year **Experience** (FYE) **Program**, First Year **Seminars** (FYS) and Transition Sessions, including:
  - Serves on First Year Experience Committee
  - Distributes First Year Seminar and Transition Session assessment measures/tools
  - Conducts data entry and management of assessment results
  - Administers and prepares results for New Student Orientation evaluations
  - Assists in ongoing study of student retention and exit data

- Collects assessment data from other areas of the college involved in first year student programming
12. Performs basic bookkeeping and data management functions through computerized data entry; prepares check requests using appropriate accounts. Maintains records and prepares annual budget proposals for college account: Assessment & Research.
  13. Engages in professional development activities and participates in relevant professional associations and conferences, including traveling to SACS annual meetings as needed.
  14. Participates fully in campus shared governance structure. Serves on committees and task forces.
  15. Performs other duties as requested.

**WORKING CONDITIONS:**

1. Office environment.
2. While performing the duties of this position, the employee is regularly required to sit and use hands for finite movements such as typing and other office functions. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. The noise level in the work environment is usually quiet.

**QUALIFICATIONS:**

1. Bachelor's degree and/or five years' experience in a comparable position; experience in an academic setting and/or social science research preferred.
2. Knowledge of and ability to use relevant database management and analysis tools such as "Campus" by Apron Corporation and SPSS. Ability to use general office software such as MSWord, PowerPoint, Adobe PageMaker and/or other desktop publication and data management tools. Proficient with use of Internet, E-mail, MSEXcel, MSAccess, etc.
3. Knowledge of applicable College policies, practices and procedures
4. Problem analysis and resolution skills
5. Strong organizational skills, attention to detail, and ability to work on multiple projects at one time and respond to multiple competing demands.
6. Ability to establish priorities; to develop, plan and implement short- and long-term goals.
7. Excellent written and oral communication skills, interpersonal and group facilitation skills, and the ability to work effectively with a wide range of constituencies (such as faculty, staff, students and members of the larger community).
8. A strong work ethic contributing to an enjoyable workplace while meeting program needs and delivering quality services.
9. Understanding of and commitment to the goals and mission of Warren Wilson College.
10. Maturity, professional demeanor, good judgment and good humor.

*Revised Sept. 15, 2008.*