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Director of Academic Assessment

Full-Time, Benefited

Position Number 03914

(Internal/External)

Position Summary

Reporting to the Vice President for Academic Affairs, the Director of Academic Assessment will manage and coordinate all academic assessment activities and processes within Minot State University. The Director will work closely with faculty, chairs, the Office of Institutional Research, and administrators to develop academic assessment plans, to ensure high-quality assessment, and to promote a culture of continuous improvement across the institution.

Responsibilities

- Lead and manage the campus-wide academic assessment program, including co-curricular assessment
- Coordinate activities campus-wide for institutional regional accreditation, as well as for program-area accreditation (e.g., the Council for the Accreditation of Educator Preparation, Accreditation Commission for Education in Nursing)
- Serve on the Academic Assessment Committee to provide expertise and guidance for all academic assessment, including General Education assessment
- Develop and maintain positive relationships with faculty and staff in order to support a culture of assessment and continuous improvement
- Work with administrators, chairs, faculty, and staff to improve academic assessment of programs
- Provide expertise in the development of academic assessment instruments and processes
- Monitor academic assessment plans and work with faculty and chairs to improve their plans as necessary
- Develop timelines for campus academic assessment
- Provide expertise to administrators, chairs, faculty, and staff in using assessment data to improve the quality of programs and to inform teaching
- Provide expertise and direction to administrators, directors, and staff for the development of co-curricular assessment
- Develop and manage an assessment management system for the storage, organization, retrieval, and use of assessment data and reports
- Provide professional development regarding academic assessment as needed
- Prepare and communicate academic assessment data to faculty, administrators, students, and other stakeholders as needed

Qualifications

- Master's degree in assessment, evaluation, higher education, or related field; doctorate preferred
- Minimum of three years of full-time experience in assessment (higher education assessment preferred) or related field
- Proven ability to build consensus, communicate clearly, and work positively with diverse faculty, staff, and students
- Excellent organizational skills
- Experience in using data and data analysis to inform decision making

Compensation

Commensurate with experience and education. Comprehensive fringe benefit package includes employer-paid full family coverage for health insurance, TIAA retirement plan, and tuition waiver benefits. [Explore MSU Benefits](#)