



## Associate Director of Institutional Assessment

Closes: Friday, April 26, 2019

**(Job #19-23) Administrator II, Associate Director of Institutional Assessment.** Salary is commensurate with qualifications and experience. This is a full-time, 12-month pay plan, exempt position in the Office of Institutional Effectiveness. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

**Position Summary:** The Office of Institutional Effectiveness (OIE) is responsible for the official collection, analysis, and reporting of institutional data on topics such as enrollment, retention and graduation rates and time to degree, faculty and staff characteristics, instructional and programmatic costs and productivity, financial peer comparisons, and other data for the purpose of providing accurate information to support transparent, evidence-based planning and decision making and a culture of assessment.

The Associate Director of Institutional Assessment is a strategic thought leader in the assessing outcomes within non-academic (non-teaching) units. Reporting to the Associate Vice President for Institutional Effectiveness, the Associate Director will provide leadership expertise in integrated collaborations between non-academic departments and the Office of Institutional Effectiveness to assist in continuous improvement efforts. The Associate Director will provide strategic guidance and leadership in the campus' efforts promoting institutional capacity for effective and meaningful outcomes assessment efforts and promotes common understanding and value in the use of assessment. Based on budget availability, this position will supervise at least one research or administrative analyst charged with developing assessment rubrics and works closely with non-academic departments in developing and managing their assessment work. This position promotes institutional capacity for effective and meaningful outcomes assessment efforts and promotes common understanding and value in the use of assessment. The Associate Director is a key leadership role which will be responsible for guiding the campus towards its outcomes related to the WSCUC Criteria for Review related to assessment and closing the loop. This position entails a large amount of collaboration and communication with campus staff and administrators.

**Duties:** The Office of Institutional Effectiveness at Humboldt State University seeks a dynamic, collaborative, and organized individual to help fulfill its agenda. The duties of this position include, but are not limited to:

- Acts as expert and consultant on assessment, including writing outcomes, developing and deploying measures, collecting and analyzing results, reporting findings, and developing and implementing action plans
- Liaises with Directors in other service areas to guide assessment
- Informs executive leadership on compliance of the MBUs with internal assessment requirements
- Supervises, trains, evaluates and manages the performance of assigned staff and teams
- Plans the use of time and resources associated with assessment processes within the Office of Institutional Effectiveness
- Programs and schedules work, such as annual planning and evaluation cycles and deliverables
- Leads workshops and training sessions to model and promote effective assessment practices
- Promotes continuous improvement by completing an annual applied benchmark project on an individual or a group basis
- Provides leadership to programs in their development and implementation of student learning assessment activities; provides formative feedback on programs' annual plans and reports

**Minimum Qualifications:** Graduate Degree and at least five years' professional experience in program evaluation or related assessment efforts.

**Required Knowledge, Skills, and Abilities:**

- Ability to work independently
- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to effectively interact with mid to senior level leaders across all campus divisions
- Proven ability to communicate detailed data to different audiences clearly and effectively
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.
- Familiarity with the policies and procedures of institutional and programmatic accreditation, particularly as they relate to assessment and evaluation
- Ability to articulate a vision that connects curiosity and outcomes assessment
- Knowledge of current research and practice in outcomes assessment
- Skills in written and oral communication and group facilitation

**Preferred Qualifications:**

Doctoral or terminal degree in field of study

Experience with regional accreditation requirements or some sort of exposure to similar work through self-study initiatives

Demonstrated experience leading or managing outcomes assessment efforts for units outside of Academic Affairs

Demonstrated experience working with diverse populations and understanding of their unique needs

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/61804>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Friday, April 26, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (19-23) and applicant's last name in the subject line of the message.

*HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.*

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3312

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

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*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.