

WARTBURG COLLEGE
POSITION DESCRIPTION

Position – Director of Assessment, Accreditation and Planning

Preparation Date: January 9, 2019

Function of Position:

Reporting to the Vice President for Academic Affairs and Dean of the Faculty, the Director of Assessment, Accreditation and Planning will be responsible for overseeing campus-wide activities related to assessment of student learning and continuous quality improvement, supporting institutional reaffirmation of accreditation activities through the Higher Learning Commission, and responsible for working with individual academic departments to support program accreditations. They will also be responsible for understanding, manipulating and analyzing data relevant to institutional operations and be the lead administrator working with the EAB team.

I. Director of Assessment (25%)

Principal Duties and Responsibilities:

1. Play a leadership role in developing, implementing, and updating a campus-wide assessment plan, in coordination with the Vice President for Academic Affairs and Dean of the Faculty and other key personnel.
2. Serve as primary liaison to Information Technology Services in the implementation of AMS/ePortfolio software. Oversee training and use of the AMS/ePortfolio software by faculty, staff and students.
3. Act as a liaison to academic and non-academic departments and programs in developing and implementing program assessment plans.
4. Work with the assessment committee to implement a comprehensive program to develop faculty for the work of assessment.
5. Facilitate the integration of assessment in academic program review.
6. Serve on and attend appropriate faculty and institutional committees.
7. Interact with external entities, including the Higher Learning Commission, regarding assessment activities.
8. Upload appropriate information to applicable websites and other electronic media.
9. Perform other duties as assigned.

II. Accreditation (25%)

Principal Duties and Responsibilities:

1. Assist in collecting, organizing, and uploading data to appropriate websites in support of reaffirmation of accreditation activities.
2. Write appropriate narrative to accompany data uploaded for reaffirmation of accreditation.
3. Coordinate reaffirmation of accreditation activities as directed by supervisor.
4. Serve as liaison with faculty and staff in reaffirmation of accreditation activities.
5. Work with academic departments in support of program accreditations, including, but not limited to, education, music, social work, and music therapy.

III. Evidence-based Improvement and Planning (40%)

Principal Duties and Responsibilities:

1. Work with senior leadership team and other campus constituencies to gather and analyze data relevant to the performance of programs and the institution as a whole.

2. Draw conclusions from internal and external research, develop action plans for improvement and make recommendations to individual Cabinet members and to Cabinet as a whole.
3. Coordinate and facilitate the administration and analysis of third-party institutional surveys.

IV. Academic Program Administration and Review (10%)

Principal Duties and Responsibilities:

1. Attend EPC and General Education committee meetings plus others as assigned.
2. Coordinate Program review process for programs in Academic Affairs

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires Master's degree; excellent communication, interpersonal, and problem solving skills; and attention to detail. Prefer experience in higher education and experience with institutional effectiveness, assessment and accreditation.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled. Full consideration given to applications received by February 4, 2019.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.