Assistant Dean, Assessment

Job Code 50017206

General Description
Responsible for providing leadership in support of the Personalized Academic and Career Exploration (PACE) Center and the University College.

Examples of Duties
Establish and maintain a culture of assessment and planning in the College.
Compile assessment results and disseminate to internal and external individuals and groups.
Research assessment practices for student learning.
Stay up-to-date on trends and issues in higher education.
Supervise and provide support and guidance to the department.
Administer performance appraisals.
Collaborate with other University College staff.
Give presentations on PACE Center assessment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas State UPPS system, excel spreadsheets, quantitative and qualitative research methods, and statistical analysis.

Skill in: Writing clear complex reports, lists, documentation, and assessment programs, establishing rapport and working as a team to solve problems, giving presentations and communicate in a clear manner, prioritize tasks effectively, work under pressure, meet deadlines, and maintain effectiveness and quality of work.

Ability to: Interpret and apply complex written instructions, documentation, policies and procedures, and memos.

Experience and Education
Master’s degree in related field. Ph.d preferred.

Other Requirements