Head of Assessment

Job Code 50033681

General Description
Responsible for researching and developing assessment processes related to university assessment and to support and assist university faculty, staff and administration in the strategic planning processes.

Examples of Duties
Monitor, assess and provide feedback for continuous improvement of university assessment processes.
Provide assistance in developing and updating department, division, and university strategic plans and assessment activities.
Manage and direct assessment activities for directors.
Develop and maintain assessment manual, calendar, and process.
Train departments and divisions on assessment processes.
Create reports and studies for administration.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- strategic planning process
- assessment techniques
- computer, software
- university policy and procedure statement system
- automated computer systems

Skill in:
- preparing reports
- effectively training, directing, and motivating output
- giving presentations
- establishing rapport with variety of clients

Ability to:
- understand written instructions
- interpret technical documents
- perform basic math
- explain policies and procedures
- communicate effectively
- make presentations
- problem solve and identify potential problems
- operate a computer and related software
- maintain records

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements