Director, University Planning & Assessment

Job Code 00001196

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

Examples of Duties
Monitor, assess and provide feedback for continuous improvement of university planning and assessment processes.
Provide assistance in developing and updating department, division, and university strategic plans and assessment activities.
Manage and direct planning and assessment activities for President’s division and for directors.
Develop and maintain assessment manual, calendar, and process for the President’s division.
Train departments and divisions on planning and assessment processes.
Process, track, route and maintain official university policy and procedure statements and status reports.
Prepare presentations and train university faculty and staff in strategic planning and assessment workshops/retreats.
Update and revise the University Planning and Assessment Guide including conducting an environmental scan, collecting and presenting data.
Create reports and studies for administration.
Perform other duties as assigned.

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

Skill in: Preparing reports, in effectively training, directing, and monitoring the work of others and motivating output, giving presentations; establishing rapport with variety of clients.

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