

**Position Title:** Director of Assessment and Evaluation

**Employer Location/Organization:** College of Education, Health, and Society, Academic Affairs, Miami University, Oxford, Ohio

**Hours:** Full-Time, 8:00am – 5:00pm, Monday – Friday

**Time Period:** 11-month contract, annual reappointment

**Keywords:** Assessment, Evaluation, Accreditation, Data Management and Analysis, Education

**Deadline for Submission:** August 31, 2017 or until the position is filled.

**Posting/Screening Dates:** Screening of applications will begin August 31, 2017 and continue until the position is filled.

**Salary Range:** TBD

**Summary of Position:** The Director of Assessment and Evaluation will provide administrative leadership and oversight of all efforts related to assessment and accreditation within the College of Education, Health & Society and will provide expertise in areas of program evaluation. The Director provides oversight of two additional licensure programs housed in the College of Creative Arts (art education and music education), and communication and cooperation with faculty members, department chairs and the dean of CCA.

**Essential Duties and Responsibilities:** The Director of Assessment and Evaluation will: Lead, monitor, support, maintain and complete a variety of EHS assessment and evaluation initiatives, accreditation efforts, reports (including state and federal) and timelines; Facilitate connections with all University, College, community, CAEP, and ODE/OBR officials related to assessment and evaluation; Prepare, publish, and monitor CAEP materials and appropriate documents; Assist in ensuring that the CAEP standards are connected with instructional practice; Act as the primary point of support regarding CAEP accreditation and state approvals, including preparation of the self-study along with monitoring of student progress toward all professional standards; Ability to teach an assessment, program evaluation, or related course; Maintain the data management systems; Serve on University and state committees and provide periodic updates to the Department of Education, departments, and Dean's office as needed; Act as primary liaison with Office of Institutional Research; Facilitate a college-wide assessment committee and lead in reporting assessment data to departments, the College, University, state and national stakeholders; Guide and manage the development of EHS policies and procedures related to assessment and evaluation; Manage the development and overall quality control of assessment with the assessment team through departments and curriculum committees by serving as ex officio on both undergraduate and graduate curriculum committees to help guide efforts toward consistency in curriculum related to assessment, evaluation and accreditation.

**Minimum Requirements:** Professional doctorate degree in educational field (e.g., PhD, EdD); Three years of experience with program evaluation and assessment in higher education; Knowledge of and/or experience with CAEP Standards; Knowledge of and experience with a variety of measurement and assessment tools.

**Desired Qualifications:** Ability to work effectively in a team environment; Ability to prioritize and organize multiple tasks; Ability to work with a variety of complex issues, consider multiple points of view, and be able to work with and articulate sensitive topics that require sophisticated conceptualization; Demonstrated data management, analysis, and reporting skills; Demonstrated ability to present data analysis in a way that a diverse audience can understand (e.g. conference

presentations, brief reports, longer reports, yet accessible); Experience with curriculum development and formative and summative assessment needs of higher education programs; Experience with teacher education or administration of P-12 programs; Knowledge of Ohio educational initiatives; Leadership, administrative, and program management skills; Proficiency in using technology and software to facilitate assessments and/or research processes (SAS, SPSS, Assessment Data System software); Successful experience working with diverse groups of people; Strong writing and editing skills; Awareness of current trends with program evaluation and assessment in higher education.

**Website/Application Instructions:** Applicants should submit letter of interest discussing qualifications for position, resume and list of three references to <https://miamioh.hiretouch.com/job-details?jobID=4570>.

Please direct questions about the position to Sherrill Sellers at [slsellers@miamioh.edu](mailto:slsellers@miamioh.edu). Screening of applications will begin August 31, 2017 and continue until the position is filled. This is an 11-month position. The University is committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. Miami University does not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, military status, national origin, pregnancy, race, religion, sex, sexual orientation or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for all reasonable accommodations for disabilities related to employment should be directed to [ADAFacultyStaff@miamioh.edu](mailto:ADAFacultyStaff@miamioh.edu) or 513-529-3560. Miami University's Annual Security and Fire Safety Report with information on campus crime, fires, and safety may be found at: <http://www.MiamiOH.edu/campus-safety/annual-report/index.html>. Hard copy available upon request. A criminal background check is required. All campuses are smoke- and tobacco-free campuses.