JOB DESCRIPTION

Associate Director for Institutional Research and Assessment

Definition of Class
This is a professional position in which the incumbent designs, conducts, and presents research studies and analyses. The incumbent coordinates the institutional effectiveness (assessment) activities for the entire campus, and consults on SACS principles and associated activities. The incumbent teaches courses at the university level. Incumbent exercises discretion and independent judgment.

Examples of Work Performed
Represents the Director in areas of assigned responsibility in his/her absence and assists the Director with institutional research projects.

Manages University institutional effectiveness (assessment) activities, including training, organizing, and oversight of the process. Serves as consultant and provides assistance to Vice Chancellors, Department Heads, Deans, and Department Chairs on institutional effectiveness, as well as on SACS principles and associated activities.

Designs, conducts, and presents research studies and analyses. Designs surveys to meet the needs of clients and analyzes results of surveys.

Provides leadership in the area of institutional effectiveness by conducting workshops, making presentations, and serving as a consultant to department in their assessment work.

Identifies areas of development for the University Planning and Institutional Research office.

Assist academic department in designing effective assessment methodologies and data collection/analysis techniques to demonstrate attainment of student learning outcomes.

Support the assessment activities of non-academic units by designing appropriate means for assessing their services and processes.

Provides support on computer related issues.

Represents the office on University and external committees.

Coordinates the work of the University Assessment Committee and campus-wide assessment coordinators.

Teaches at least one class per year.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Represents director in his/her absence.

2. Manages the University assessment process and coordinates the effectiveness of methods and procedures. Serves as consultant on SACS assessment-related activities.
3. Designs, conducts, and presents research studies and analyses and conducts assessment surveys.

4. Represents office at and serves on various committees.

5. Serves as a consultant and provides assistance to executive personnel regarding institutional effectiveness, as well as on SACS principles and associated activities.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger handle or feel objects, tools or controls. The incumbent is regularly required to sit.

**Experience/Educational Requirements:**

- **Education:** Master’s degree from an accredited college or university.

  AND

- **Experience:** Three (3) years of experience related to above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity>Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.