

**Job Code.....100192-2017**  
**Position #:(PSA). . . . .(E)**  
**Developed by:.....LB;DG**  
**Reviewed by:.....SG;DLJ**  
**Approved by:.....LK**  
**Date:.....05/11;05/17**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**Title:** Assistant Director, Student Learning Outcomes & Assessment

**Division:** Academic Affairs (Office of the Provost)

**Reports to:** Director, Assessment and Online Learning (proposed)

**Grade:** 14

**Supervises:** Support staff, students and IT staff

**Basic Function:**

Reporting to the Director, the Assistant Director will develop, administer and oversee the University's efforts to assess student learning outcomes, assist faculty and departments with assessment, reporting, and utilizing data on student learning within majors, programs, colleges, and administrative units. The Assistant Director provides leadership to engage faculty in initiating and supporting communities of practice in assessment and student learning, to participate in national initiatives as appropriate, and to support and develop programs to improve teaching and learning at the University of Rhode Island. The Assistant Director will provide leadership in developing and implementing the assessment process for the General Education program.

**Essential Duties and Responsibilities**

Work with the Director, faculty, Chairs, Deans, staff, institutions of higher education, and professional agencies to develop and enhance the adoption of student learning outcomes assessment in higher education, as well as provide training and technical assistance in the process of outcomes assessment;

Provide leadership and coordination for University efforts to continue development of the University's outcomes-based assessment system; provide direction in the development of reports for state and federal accountability requirements generating summary reports for State, Provost, Deans, Chairs, Directors; act as liaison for reporting results to OHE and NEASC;

Provide leadership and coordination for the University's new general education program.

Develop, monitor, and suggest continual improvements to the assessment program.

Design faculty training, create customized assessment tools, collect and analyze the data and select appropriate technology.

Provide reports to LOOC, SAGE, and the General Education Innovation Office.

Coordinate with the Director to identify training needs and workshop development; share responsibility for planning conferences; work independently to educate faculty and staff in assessment methods and resources;

Plan, coordinate, and assist with facilitation in funding of faculty development projects in outcomes assessment including mini-grants, conference attendance, stipends, etc;

Develop and maintain an electronic database of program assessment reports; provide feedback and ranking/rubrics, guidance and support; monitor assessment reporting in compliance with campus, State and NEASC requirements; support community in adhering to campus policy with regard to reporting deadlines and timelines; assist in drafting assessment policy at institutional and system level;

Conduct meta-analysis of outcomes results at the college, department, institution and system levels; promote communities of practice supporting scholarship of teaching and learning projects;

Support and expand the development of an e-portfolio system; coordinate with faculty, Instructional Technology, and Instructional Development to address and respond to training and resource needs, support teaching, student learning and professional needs, and facilitate assessment.

Work closely with the Faculty Development Program to develop and deliver faculty training and support for planning and assessing student learning outcomes;

Provide liaison and coordination functions for extra-mural research and academic initiatives related to outcomes assessment and enhancement of student learning;

Collaborate with and support Institutional Research; coordinate effort to participate in, implement, and analyze appropriate national or local survey instruments.

Develop and execute assessment related activities for academic programs and colleges including colloquia, conferences, short-courses and training programs; consult with programs and departments on best practices; provide individual and group training to improve assessment methods; participate in the development of training sessions and conferences at statewide and multi-state sites.

Oversee administration, coordination and project management of multiple projects and grants, such as the Davis Educational Foundation grants; meet appropriate reporting deadlines and requirements; prepare and monitor resource allocation in compliance with funding source(s);

engage in proposal and report writing for funding agencies and appropriate collaborating audiences.

**Other Duties and Responsibilities:**

Work closely with the Office of the Provost and the Office of Higher Education on reporting mechanisms and the relationship of findings to strategic planning, resources and budgeting;

Participate in Rhode Island system-wide Assessment Committee to develop, implement, facilitate, and assess system-wide initiatives and policies relative to assessment and student learning and achievement;

Participate as an active member on University committees;

Participate in conferences/conventions through attendance or facilitation of workshops to represent the Center and University;

Ensure budgeting aligns with funding source requirements;

Engage in active research to stay current with trends and topical issues;

Oversee maintenance of URI assessment website;

Perform other duties as required.

**Licenses, Tools and Equipment**

Competence in using office technology including personal computers and printers, word processing, spreadsheets, etc.

**Environmental Conditions:**

This position is not substantially exposed to adverse environmental conditions.

**Qualifications:**

**REQUIRED:** Master's degree; Minimum three years' experience in student learning outcomes assessment in higher education; Demonstrated experience with implementing current assessment practices in teaching and learning; Demonstrated experience with project management and implementation of data-based change; Demonstrated experience in the development of training materials/activities, preferably with regard to outcomes assessment and related technology projects; Demonstrated experience with web-based assessment and electronic portfolio systems; Demonstrated evidence of integrating technology into assessment and advising; Demonstrated analytical and organizational skills; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication

skills; Demonstrated presentation skills; Demonstrated ability to work collaboratively with faculty, staff and administrators; Demonstrated supervisory experience; Demonstrated experience in grant-writing; Demonstrated experience monitoring budgets and grants; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated ability to work independently; and, Demonstrated leadership roles on projects.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**