

Auburn University at Montgomery is currently seeking candidates for the position of Associate Director of Institutional Research.

Job Duties

- *Manage all the activities of Assessment.
- *Work with faculty to provide assistance in student learning outcomes assessment.
- *Prepare reports and disseminate best practices on assessment activities to the campus community, which includes presenting workshops on assessment, focusing on student learning outcomes.
- *Assist departmental administrators, faculty, and academic support staff in annual assessment reports.
- *Identify and/or develop and implement appropriate assessment instruments (e.g., surveys, standardized test, etc.).
- *Provide assistance with the development and monitoring of the IR budget.
- *Supervise and coordinate the selection, training, and development of employees.
- *Respond to inquiries about the department and provide information or direct inquiries to the appropriate source.
- *Represent the department at meetings, functions, or other activities.
- *Prepare correspondence, reports, or other documentation.
- *Assume the duties of the Director in his or her absence.

Knowledge, Skills, and Abilities

- *Knowledge of acceptable basic management practices
- *Knowledge of applicable University practices and procedures
- *Knowledge of survey design and implementation
- *Knowledge of academic/teaching practices
- *Interpersonal skills
- *Written & Oral communication skills
- *Problem analysis skills
- *Analytical skills
- *Organizational Skills
- *Ability to speak in public, lead small group meetings, and make presentations
- *Ability to work on multiple projects at one time and respond to multiple competing demands
- *Ability to use a computer and relevant software applications
- *Ability to manage project activities and the work of others
- *Ability to coordinate the work of others
- * Ability to develop assessment instruments

Minimum Qualifications

Master's Degree in a field related to Assessment or Research Methodology, with at least two (2) years experience in applied research work.

Application Details

Applications are accepted electronically at www.jobs.aum.edu, vacancy number 0600307.