JOB DESCRIPTION

Position: Director of Effectiveness & Assessment

Reports To: Vice President of Institutional Research
Classification: Exempt

Position Summary:

The Director of Institutional Effectiveness and Assessment conducts assessment and analytics to determine 1) College wide educational effectiveness, 2) Student learning, 3) Student success, 4) Faculty productivity and accountability. The Director of Institutional Effectiveness and Accountability is an administrative role which may be added to the responsibility of an appointed faculty member in good standing with the University.

Essential Duties & Responsibilities:

a. Design and develop assessment activities relative to 1) Educational effectiveness, 2) Student learning, 3) Student success, 4) Productivity and accountability.

b. Work collaboratively with the Dean of College of Pharmacy.

c. Review various aspects of institutional and academic performance

d. Assist with establishing strategic plan for improvement and advancement

e. Assist with implementation of changes

f. Evaluation of mission fulfillment

g. Oversight of effectiveness, productivity, and accountability

h. Reassessment of change strategy and effectiveness

i. Serve on the President's Executive Council as needed.

j. Maintain oversight of the faculty assessment committee at the College level.

k. Assist with regional and programmatic accreditations

l. Serve on various other college committees as appointed
m. Duties as assigned by the Vice President of Institutional Research

**Miscellaneous Responsibilities**

a. Adheres to legal requirements and medical guidelines, including all relevant state and federal law.

b. Serves as a role model in adhering to policies and procedures as outlined in the Employee Handbook.

c. Provides coaching to faculty as needed and leads by example.

d. Maintains professional hygiene and appearance to promote a positive image of the College, a professional example to faculty, and instill community trust.

**Organizational Accountabilities**

**Mission:**
Shares in and displays a commitment to the mission and philosophy of the College in providing excellent internal and external customer service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication and compassion; promotes community awareness and education related to health and wellness; and serves the best interests of CNU, its faculty, students, and community at large.

**Teamwork:**
Demonstrates ability to work harmoniously with others to get a job done. Attitude promotes positive work environment and respect for others; resolves issues and conflicts. Communicates effectively with others and provides constructive suggestions to improve team performance.

**Leadership:**
Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments. Inspires excellence and commitment in others.

**Planning:**
Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively. Identifies potential problems and opportunities and works with supervisor to plan contingent actions, as appropriate.

**Professional Development:**
Demonstrates and maintains a competent level of practice in accordance with the College’s policies and position certification requirements. Shows growth as a professional through continuous improvement; participates in relevant training and educational programs.
Results Orientation:
Focuses effort and resources toward completion of tasks, realization of goals and fulfillment of the College’s Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically, and overcome barriers effectively to attain results.

Qualifications

1. Education: Doctorate Degree or Master Degree with equivalent experience
2. Experience: A minimum of three experiences in assessment or related experience in enhancing educational effectiveness.
3. Preferred: Experience in health science curriculum, e.g. pharmacy, medicine, or other related health science professional degree programs.

Physical Requirements:

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified “light duty” restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with callers and assisting patients, and visual acuity sufficient to read a computer screen and paper documents.

Working Conditions:

This position typically functions indoors in an education healthcare environment with minimal risk of exposure to chemicals.

Salary

Competitive and commensurate with training and experience.