

Assistant Director for Assessment

Institution: University of South Florida
Location: Sarasota-Manatee campus, Sarasota, FL
Hiring Salary/Range: \$60K - \$70K
Job ID: 26946

ORGANIZATIONAL SUMMARY:

The University of South Florida in the sunny Tampa Bay region along Florida's gulf coast consists of campuses in Sarasota, St. Petersburg, and Tampa, which are all thriving, culturally rich cities. The Institutional Effectiveness unit in the Office of Decision Support is a multi-campus support unit that has staff on all three campuses. The Assistant Director for Assessment position, based in Sarasota but supporting all three campuses, facilitates the academic and administrative assessment efforts required by the University of South Florida's institutional accreditor (the Southern Association of Colleges and Schools Commission on Colleges, or SACSCOC) and the Board of Governors (BOG) of the State University System of Florida, with the twin goals of nurturing continuous improvement and promoting an institutional culture of evidence-based decision making. The unit implemented significant changes in campus wide assessment processes and seeks a team player to help facilitate and evaluate those changes.

POSITION SUMMARY:

The person in this leadership position is an advocate for quality assurance and improvement who understands higher education administration and the unique responsibilities and authority of faculty regarding curricula and the development and assessment of student learning outcomes. In addition to working with faculty, the person in this position will work with professional staff to facilitate the evaluation of academic programs, student support services, and administrative operations. A collaborator with a passion for quality improvement, the incumbent nurtures and supports the efforts of faculty, administrators, and staff across three campuses to ensure high quality assessment plans and the effective utilization of assessment results that foster continuous quality improvement. The incumbent may also support academic program reviews and other quality assurance and improvement efforts. The incumbent will work with those responsible for SACSCOC accreditation and BOG reporting to ensure that assessments are conducted within the guidelines and policies emerging from new federal statutes, accreditation standards, and state requirements. The incumbent will also help ensure three years of academic and student support services assessment data by 2024 and will help draft narrative for the SACSCOC compliance certification in 2024. The position reports to the Associate Director for Institutional Effectiveness who, in turn, reports to the Assistant Vice President for Institutional Effectiveness and Planning, who serves as USF's SACSCOC Accreditation Liaison. The position is physically located on the Sarasota-Manatee campus, but much of the work is conducted via video conference on Microsoft Teams.

RESPONSIBILITIES:

For full responsibilities/duties, please access the posting here: https://gems.usf.edu:4440/psc/gemspro-tam/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree with a minimum of four years related exempt experience or a Master's degree with a minimum of two years of related exempt experience.

PREFERRED QUALIFICATIONS:

Ph.D. or Ed.D. in higher education, educational administration, evaluation, innovative education, educational program development, measurement, social sciences, or related fields. Three to five years of experience in higher education or equivalent preferred, especially experience related to course and curriculum development, student learning outcomes assessment, curriculum mapping, academic program

review, and/or teaching. Experience with institutional and/or specialized accreditation would be beneficial. Knowledge of SACSCOC Principles of Accreditation would also be helpful.

Information for Applicants

This position is subject to a level 1 criminal background check.

Job Opening Number: 26946

Posting Date: 04-12-2021

Posting End Date: *Review of applications will begin on 04-19-2021 and continue until position is filled*

How To Apply

Access the online application here: https://gems.usf.edu:4440/psc/gemspro-tam/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U

When applying to an opening you will have the opportunity to upload a cover letter and resume. Apply online by completing the required information and attaching your cover letter and resume as a single document. Please include your experience as it relates to the qualifications stated above. YOURCOVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE

IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

About USF

The University of South Florida is a high-impact global research university dedicated to student success. Over the past 10 years, no other public university in the country has risen faster in U.S. News and World Report's national university rankings than USF. Serving more than 50,000 students on campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF is designated as a Preeminent State Research University by the Florida Board of Governors, placing it in the most elite category among the state's 12 public universities. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first-class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more. In addition, Florida does not have a state income tax.

To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here.](#)

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

The University of South Florida does not discriminate on the basis of sex and prohibits sexual harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either [online](#) or directly to the University's Title IX Coordinator.