



## **Job Announcement—Reopened Search**

Director of Institutional Assessment

George Mason University

Fairfax, VA

George Mason University, a large public institution located in Fairfax, VA in the Washington, DC metropolitan area, seeks a Director of Institutional Assessment. The director reports to the Associate Provost for Institutional Effectiveness and assists the associate provost in providing leadership and expertise on assessment-related issues.

The Office of Institutional Assessment currently has 7 full-time employees as well as graduate student workers. The office has responsibility for the assessment of the Quality Enhancement Plan (QEP); general education assessment, including specific state-required competencies; management and leadership of the Academic Program Review process; numerous local and national student surveys; accreditation-related assessment activities; and overall assessment for the entire university.

Along with the associate provost, the director has the responsibility of providing leadership and management for the Office of Institutional Assessment and collaborating with faculty and administrative offices throughout the University. Along with the associate provost and the QEP Leadership Team, the director has primary responsibility for planning and implementing the QEP assessment. The director oversees all survey administration processes, including survey development, design, sampling, data collection, data analysis, reporting and results dissemination; provides support/consultation for academic program review and other program evaluation; directly supervises the work of the assessment analyst; and provides oversight of day-to-day office operations. The director works with office professionals, administrators, faculty committees and individuals to promote assessment policies, practices and activities that support an effective university environment for students and the university community.

The successful candidate will have:

- A doctorate in a related field
- A minimum of 3 years of progressively responsible academic assessment experience
- The ability to advise academic and administrative units on outcome and program assessment methodology and practice
- The ability to develop and present workshops and training on assessment-related initiatives
- Excellent written and oral communication skills
- Experience providing written and oral reports on assessment plans, strategies and results
- Proficiency with quantitative and qualitative research methods
- Competence with statistical analysis packages, particularly SPSS
- The skill to adapt sound assessment principles to a variety of settings

Review of applications will begin on February 10, 2012. For full consideration, please complete the online application at [jobs.gmu.edu](https://assessment.gmu.edu) and select position # FA410Z. Attach a cover letter, resume and a list of three professional references with contact information. George Mason University is an equal opportunity employer encouraging diversity.

<https://assessment.gmu.edu>

12/20/11