Director of Assessment

Georgian Court University (www.Georgian.edu) is accepting nominations and applications for the position of Director of Assessment. Under the supervision of the Provost, the Director of Assessment partners with the Director of Institutional Research and works collaboratively with all University administrators and faculty to ensure data-driven decision-making and continuous quality improvement by facilitating and coordinating systematic, integrated, research based institutional effectiveness planning, assessment, and reporting, with an emphasis on student learning outcomes.

**Primary Responsibilities (include, but not limited to):**

- Provide consultation to the university community concerning institutional planning, assessment, accreditation, student learning outcomes, and decision-making; respond to inquiries, resolve issues, provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.
- Direct, develop, and conduct projects, surveys, studies in support of institutional assessment, planning, research, program reviews, student learning outcomes, and decision-making; establish and maintain related time lines and priorities; assist administrators and other University personnel with assuring smooth and efficient progress of planning activities; resolve related issues, conflicts and discrepancies in a proper and timely manner.
- Support the continuous development and implementation of the Institutional Effectiveness Plan by which the University measures improvement and holds itself accountable to its constituents. Recommend policies and procedures to improve the university's institutional effectiveness program.
- Support university efforts to satisfy the requirements of the Middle States Commission on Higher Education, including the preparation for, and follow-up to, the process of reaffirmation of accreditation.
- Oversee the university plan for academic assessment, determine a common timetable for assessment stages, and advise academic assessment activities by aiding with the selection of assessable criteria and the selection or development of appropriate instruments. Serve as a clearinghouse for program assessment reports.
- Provide for the assessment education of faculty and staff by arranging conferences, workshops, etc., and maintaining a library of assessment methodology, ideas, and materials; and maintain current resources and information about assessment by attending appropriate conferences and procuring relevant publications.
- Participate and/or chair committees and task forces as requested.
- Represent the university in organizations devoted to assessment.
- Integrate the core values of respect, compassion, integrity, justice, and service in all aspects of interaction.
- Perform other duties necessary to fulfill the responsibilities of the position.
- Ensure compliance with the reporting requirements of applicable agencies; collaborate as necessary with the Director of Institutional Research in reporting of institutional data required by the U.S. Department of Education, the State of New Jersey, accrediting agencies or data requested by national, state, local agencies, or private sector firms, other educational institutions, and/or other external collectors of University data. Ensure that reports meet stated requirements and are consistent with current best practices.
- Work with Director of Institutional Research to design, maintain, and query specialized databases and information systems to conduct research studies to meet the information needs of the University; collect, compile and perform statistical analysis of same; respond to internal and external requests for institutional information.
- Support, as needed, ongoing efforts of the university to measure its effectiveness, including in the areas of enrollment management, performance indicator reporting, and grants.

**Qualifications:**

- Master's degree (doctorate degree preferred) in Educational Statistics and Measurement, Research Design, Higher Education, or Public Administration, or in another related field.
- Minimum of 5 years senior level experience in progressively more responsible administrative roles in an assessment-related capacity. Experience in higher education assessment and institutional research, or a closely related field preferred. Experience as a college/university faculty member is an asset.
- Demonstrated strong leadership and managerial skills with analytical ability and experience with strategic planning processes.
- Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgment, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters.
- Ability to set priorities and work well with all levels of personnel.
- Strong written and research skills with the proven ability to problem-solve.
- Excellent interpersonal skills with ability to interact with diverse internal and external constituents.
- Experience in or knowledge of the nature and operation of small universities and colleges highly desired.
• Higher education classroom teaching experience preferred.
• Demonstrated understanding and use of qualitative and quantitative research tools.
• Strong background in statistical analysis, research design and analysis.
• Proficiency in Microsoft Office applications, including Access.
• SCT PowerCampus/PowerFaids experience preferred.
• Knowledge of Strategic Planning Online or software/technology solutions for strategic planning, budgeting, assessment, and accreditation helpful.
• Demonstrated organizational, supervisory and public speaking skills.
• Knowledge of current assessment and evaluation practices in higher education.
• Ability to support the implementation of the mission of Georgian Court University.

About Georgian Court University

Founded in 1908 and sponsored by the Sisters of Mercy, Georgian Court University is a leading regional university that provides a transformative education, preparing students for ethical leadership and service in the Catholic Mercy tradition. GCU's strong liberal arts core and its special concern for women create an environment that supports diversity and academic excellence. Anchored by the Mercy core values of respect, integrity, compassion, service, and justice, Georgian Court serves nearly 2,500 students of all faiths and backgrounds in upward of 30 undergraduate and 10 graduate programs.

The university, which was founded over a century ago as a women's college, became a fully coeducational university in Fall 2013. Women and men attend classes on the GCU main campus in Lakewood, N.J., on the picturesque former George Jay Gould estate, which is also a National Historic Landmark. Courses also are taught online and at a university site in Wall, N.J.

Georgian Court University is being assisted by the partners of Hyatt - Fennell. Nominations and application materials should be submitted via email to Georgian@hyatt-fennell.com. Applications include a letter of interest, a current résumé/cv, and contact information for five professional references. Application deadline is November 25, 2015. Applications will be reviewed as they are received. All applications and nominations will be considered highly confidential.

For more information contact:
Cheryl Hyatt - 724-242-0476
Georgian Court University is an affirmative action / equal opportunity employer.