## How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address reasons for your interest in this position and outline skills and experience that directly relate to this position.

Applications can be submitted through the University of Michigan Careers website: [https://careers.umich.edu/job_detail/220579/occe-assistant-director-evaluation-and-assessment](https://careers.umich.edu/job_detail/220579/occe-assistant-director-evaluation-and-assessment)

## Job Summary

This new position will join the newly established Office of Culture, Community and Equity (OCCE) to help enact and maintain measures that promote Diversity, Equity and Inclusion (DEI) within the College. This position will provide leadership with regard to content, design, quality, processes, and procedures for new and existing assessment and evaluation products and services. Reporting to the Executive Director of Culture, Community and Equity, the Assistant Director will manage the development and implementation of a comprehensive program of assessment and all facets of the evaluation process for the purpose of institutional improvements and institutional effectiveness. The Assistant Director will work across all constituencies at the College of Engineering, including but not limited to all types of instructors or faculty, staff, undergraduate and graduate students, senior administrators, alumni, and business or community partners.

They will work with various committees, faculty, staff and administrators to develop effective strategies for the assessment of key success indicators for the Culture pillar. In addition, the Assistant Director will provide ongoing support for the College’s assessment activities, assist with the analysis of assessment methods and results and report such results to internal and external stakeholders. Primary activities and decision making authority are predominantly performed independently affecting business operations to a substantial degree.
Who We Are

Michigan Engineering’s vision is to be the world’s preeminent college of engineering serving the common good. This global outlook, leadership focus, and service commitment permeate our culture. Our vision is supported by a mission and values that, together, provide the framework for all that we do. Information about our vision, mission, and values can be found at http://strategicvision.engin.umich.edu.

The University of Michigan has a storied legacy of commitment to Diversity, Equity, and Inclusion (DEI). The Michigan Engineering component of the University’s comprehensive, five-year, DEI strategic plan—along with updates on our programs and resources dedicated to ensuring a welcoming, fair and inclusive environment—can be found at http://www.engin.umich.edu/college/about/diversity.

Responsibilities

- Lead the evaluation and assessment efforts for OCCE
- Coordinate the collection, evaluation and dissemination of reports relative to the DEI strategic plan, functions and deliverables of the OCCE
  - Collect data using qualitative and/or quantitative approaches such as interviews, group processes, participant observation, surveys, electronic data files, or other methods
  - Conduct statistical analyses with detailed written documentation that ensures analytic reproducibility
  - Produce audience-specific evaluation reports and presentations. This may include developing data visualizations to enhance the accessibility of findings
- Work with the Executive Director to provide oversight for assessment processes and for assessment discussions among faculty, staff and students
- Work closely with the Executive Director in leading college-wide initiatives, growing the OCCE office, scope and impact
- Assist in the development of evaluation mechanisms and assessment tools in the program development, implementation and management process
- Create reporting forms for assessment of OCCE K-20 activities
- Work with K-20 Programs and the other Michigan Engineering departments in coordinating the recruitment efforts with the Office of Student Affairs of individuals from underrepresented or underserved communities
- Present assessment plan, collect evidence, design assessment tools, analyze evidence – make summative judgments and develop templates for reporting
- Work with the OCCE staff, interdisciplinary committees, departments, divisions or individuals to develop benchmarks and rubrics as well as develop reporting forms if they do not exist
- Problem-solve issues that arise with assessment plans and present solutions to appropriate stakeholders
- Contribute to collaboration with other institutions and University of Michigan schools and colleges to develop comprehensive evaluation plans that identify and prioritize evaluation activities
- Analyze data and develop reports as required for accountability and accreditation
- Maintain evidence associated with assessment systems
- Support faculty and staff with assessment training and current research
- Assist the Executive Director of OCCE with leading the strategic direction of Dean’s advisory groups

Required Qualifications

- Bachelor of Arts or Bachelor of Science in quantitative field with 5+ years of experience
• Strong problem-solving skills, including the demonstrated ability to synthesize ideas, anticipate next steps and prioritize important decisions
• Substantial experience in organizational assessment planning and execution
• A superior command of both oral and written English
• Excellent organizational and prioritizing skills, communication and presentation skills; the ability to generate enthusiasm and understanding with a variety of audiences and partners.
• Demonstrated organizational, management and project management skills
• Demonstrated skill in fostering new relationships, marshaling professional networks, budget management and strategic planning
• Ability to manage change in a complex environment, and prioritize and handle multiple projects simultaneously.
• Ability to maintain high level of confidentiality, discretion and integrity
• Exceptional interpersonal skills and ability to work in team environment with persons from diverse backgrounds
• Awareness and focus on continuous change and improvement
• Superior analytical and organizational skills
• Experience presenting to and collaborating with executive-level leadership and demonstrated executive presence and credibility to interact with senior leaders inside and outside of the College of Engineering

Desired Qualifications
• Master’s degree in statistics, data science, social science or business degree/background
• 5 or more years of comparable full-time experience (a combination of education and experience may be considered)
• Experience with program evaluation and needs assessment
• Demonstrated comfort in working with Qualtrics, the entire Microsoft Suite (especially robust use of Excel), and some experiences with SPSS or another analytical platform
• Proficient user of statistical analysis packages and project management software.
• Strong computer skills and experience utilizing technology to deliver services
• Working familiarity with and an appreciation of the diverse cultures of the University of Michigan/College of Engineering, including identity-based and intersectional diversity
• Previous experience as an external evaluator for National Science Foundation (NSF) or National Institutes of Health (NIH) sponsored programs (e.g., AGEP, LSAMP, S-STEM)

Work Locations
Will require travel to multiple locations on and off campus. Will occasionally require domestic travel. This role will have space in a building on the Ann Arbor north campus.

STARR Classification
This position is classified as a flex position in the STARR program. Upon completion of training the selected candidate will be required to be on-site as needed, typically three days per week.

More information on the STARR program can be found here: https://rpm.engin.umich.edu/human-resources/telecommuting/
**Background Screening**
The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

**U-M COVID-19 Vaccination Policy**
COVID-19 vaccinations are now required for all University of Michigan students, faculty and staff across all three campuses, including Michigan Medicine. This includes those working or learning remotely. More information on this policy is available on the Campus Blueprint website or the U-M Dearborn and U-M Flint websites.

**Application Deadline**
Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

**EEO**
The University of Michigan is an equal opportunity/affirmative action employer.

**Why Work at Michigan?**
In addition to a career filled with purpose and opportunity, The University of Michigan offers a comprehensive benefits package to help you stay well, protect yourself and your family and plan for a secure future. Benefits include:

- Generous time off, including family leave time.
- A retirement plan that provides two-for-one matching contributions with immediate vesting
- Many choices for comprehensive health insurance
- Life insurance
- Long-term disability coverage