

JOB LISTING

Director of Academic Assessment

Position Available: Immediately

Repost Date: 08/19/13 (Search extended)

End Date: Open until filled

For best consideration apply by September 15, 2013

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH's on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is conducting a search for a highly skilled individual to support its growth. The position of Director of Academic Assessment is a newly established position to manage the academic assessment process for both on-ground and online academic programs. The Director of Academic Assessment will be instrumental in refining the University's assessment model, as well as integrating that model into the overall institutional assessment strategy. The Director of Academic Assessment will also be responsible for supporting continuous academic program assessment and improvement of student learning through consultation, including with Academic Directors, faculty, and the Director of Online Learning. While this position reports to the Provost, the incumbent will work closely with both academic and administrative units to ensure the implementation of the academic assessment strategy into the overall institutional assessment strategy.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Providing leadership in implementing all aspects of Maryland University of Integrative Health's academic assessment strategy
- Monitoring and supporting academic departments with the continuing development and implementation of academic assessment initiatives that systematically improve student learning outcomes and academic program quality, by identifying appropriate indicators and evaluation measures for assessing student learning and advising academic departments on the collection, analysis, reporting, and use of assessment information
- Advising academic departments on the technical aspects of assessment (e.g., data collection and analysis, survey development and interpretation, developing focus groups, knowledge of qualitative methods, etc.)
- Extracting, collecting, analyzing, and reporting on information related to academic programs and their performance
- Managing databases for assessment data
- Providing training for faculty and staff, as necessary, to support the implementation of assessment initiatives
- Coordinating academic assessment with other institutional research efforts
- Supporting the University in all academic assessment-related aspects of accreditation

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- Continuously evaluating the effectiveness of assessment activities and making recommendations for improvement through consultation with Academic Directors and faculty
- Serving as the University-wide resource for academic assessment
- Engaging and leading the Learning Outcomes Assessment Team (LOAT)
- Collaborating with the Director of Online Learning to ensure smooth implementation of the University's assessment strategy for online learning
- Keeping abreast of best practices and new and developing trends and resources regarding academic assessment and communicating/distributing these resources to faculty, as appropriate
- Representing the University, as directed by the Provost, at internal and external events related to academic assessment, including conferences and faculty meetings
- Supervising the Assessment Coordinator
- Managing the current course assessment process
- Working with the Associate Vice President for the Natural Care Center, jointly create assessment approaches for clinic supervisors, patient feedback, and course feedback
- Comparing attainment of learning outcomes and satisfaction of program outcomes by students between online and on the ground courses
- Managing the budget pertaining to academic assessment
- Performing other duties as assigned

Qualifications

- Master's degree required, preferably in area related to assessment (A master's degree in another field may be accepted with additional, relevant experience)
- Three or more years' experience in assessment and evaluation of broad areas of academic curricula, instruction, and student learning (on-ground and online learning) in higher education using a wide array of assessment techniques
- Ability to determine appropriate approaches to data collection, research methodology, and statistical techniques
- Ability to create and sustain a culture of assessment, with a willingness to encourage new approaches to assessment
- Experience with compliance with accrediting agency regulations and requirements related to academic assessment
- Ability to work collaboratively and creatively with Academic Directors and University administrators in a deadline-driven environment
- Ability to manage multiple projects at different stages, while meeting deadlines and quality standards
- Advanced writing and editing skills
- Excellent oral communication and interpersonal skills
- Advanced critical thinking, analysis and synthesis skills
- Advanced skills in planning, organizing, attention to detail, and self-management
- Strong Microsoft Office and Internet skills

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- Experience with campus-wide data systems, data analysis software, and survey administration software
- Ability to manage multiple projects at different stages, while meeting deadlines and quality standards

To apply

Interested individuals should forward a letter of interest, a CV/resume, and a minimum of three references to our Office of Human Enrichment at jobs@muih.edu, referencing "1338 – Director of Academic Assessment" in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE.