



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position: Director, Office of Institutional Assessment**

**EEO No: AA 2-14**

## **Position Summary:**

The Director, Office of Institutional Assessment, supports the University's comprehensive institutional assessment efforts through the collection, analysis and distribution of meaningful data. Reporting to the Assistant Vice President for Academic Affairs, Academic Resources, the position will work with divisions and departments in providing support and guidance in the development of the accreditation reports and annual assessment reports.

## **Responsibilities:**

- Data collection, analysis and interpretation
- Lead in the creation and execution of an institution-wide student learning assessment plan
- Work with both administrative and academic departments and divisions to develop institutional effectiveness goals, outcomes, assessment, and plan and execute improvement initiatives
- Assist in responding to state, federal and other externally mandated reporting requirements, and to accrediting agencies
- Provide annual reports on university-wide teaching and learning assessment results for use by the University administration and faculty
- Administer and interpret institution-wide assessment instruments such as the NSSE
- Track national and state best practices in assessment and inform collaborative partners regarding information

## **Qualifications:**

Minimum qualifications are a Master's degree in higher education, social sciences, statistics or related fields. Excellent communication and interpersonal skills; strong qualitative and quantitative research skills. Assessment and evaluation experience, including the challenges in fostering an institution-wide culture and commitment to assessment, at a comparable university. *Preferred:* Earned doctorate in related fields; SACSCOC experience.

## **Administrative Unit:**

The division of Academic Affairs promotes effective teaching and learning by supporting excellent undergraduate and graduate academic programs, facilitating faculty development and achievement, and enabling relevant research, while being responsive to the needs of students and citizens of the state, the nation, and the global community.

**Environment:**

The University of Louisiana at Lafayette is a public research university with High Research Activity with an enrollment of approximately 16,700 students and a full-time faculty of about 600. UL Lafayette consists of nine degree-granting units: the College of the Arts, the B.I. Moody III College of Business Administration, the College of Education, the College of Engineering, the College of General Studies, the Graduate School, the College of Liberal Arts, the College of Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University offers degree programs in 55 undergraduate disciplines, six post-bachelor certificates, 28 master's degrees, and ten doctorates. The Commission on Colleges of the Southern Association of Colleges and Schools accredits the University of Louisiana at Lafayette. Further information about the University is available on the University's web page at <http://louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 122,000, part of the Lafayette-Acadiana area with a total population of 550,000, is one of Louisiana's fastest-growing metropolitan areas and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for south-central Louisiana.

**Salary:** Commensurate with education and experience.

**Starting Date:** ASAP

**Applications:** Candidate review will begin immediately. Applicants should submit a cover letter, resume, and the names and contact information of three references to:

University of Louisiana at Lafayette  
Attn: Assistant Vice President for Academic Affairs, Academic Resources  
P.O. Box 41810  
Lafayette, LA 70504-1810

Or submit via e-mail to: [edcook@louisiana.edu](mailto:edcook@louisiana.edu)