

Director of Assessment

Staten Island, New York

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Director of Assessment

Job ID

25475

Location

College of Staten Island

Full/Part Time

Full-Time

Regular/Temporary

Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Director of Assessment, reporting to the Associate Provost for Graduate Studies, Research, and Institutional Effectiveness, is responsible for directing activities and operations related to program assessment activities across the College in support of its mission and strategic priorities. Key responsibilities include, but will not be limited to the following: fostering a culture of assessment; supporting faculty and staff through the program assessment process to ensure continuous improvement; and reporting out on best practices and opportunities for innovation to College stakeholders.

In addition to the above mentioned, the Director of Academic Assessment will also perform the following duties:

- Directs a collaborative, systematic, and integrated institutional assessment process
- Develops and implements assessment plans, which includes drafting of program missions, goals, and objectives
- Develops assessment instruments (e.g., tests, observation protocols, interview and focus group protocols, and rubrics) that measure both process and outcome goals and objectives
- Collects assessment plans and reports, and maintains a repository of all documents
- Coordinates, plans, and delivers workshops on program assessment practices
- Participates in College assessment committees
- Prepares summaries of assessment reports to identify best practices and opportunities for innovation and communicate these findings to College stakeholders
- Becomes familiar with accreditation requirements and reporting
- Performs related duties as assigned

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

Preferred qualifications include:

- Masters or doctorate in an appropriate discipline (e.g., psychology, industrial/organizational psychology, education, higher education, or a related field)
- Experience with program assessment and evaluation as well as qualitative and quantitative research methods, data analysis, and reporting
- Experience with the development of assessment instruments (e.g., tests, observation protocols, interview and focus group protocols, and rubrics) to measure process and outcome goals and objectives
- Knowledge of or experience with the development of curriculum maps to assist with the assessment of an academic program's student learning goals
- Experience or familiarity with higher education processes and policies, including accreditation processes
- Excellent communication skills both verbal and written; can interpret, present, and explain data clearly to different audiences for effective decision-making
- Ability to work collaboratively with colleagues to produce a final product that meets the needs of all stakeholders as well as coaching and teaching others
- Excellent organization skills and ability to establish priorities among multiple demands and projects

CUNY TITLE OVERVIEW

Directs College activities and operations related to Academic matters to support academic policy and student learning strategies.

- Designs, implements and monitors an array of academic initiatives, programs, priorities, and functions
- Develops strategic plans, academic program proposals, and curricular reports
- Assesses outcomes to improve services and support student success
- Creates and oversees academic support initiatives
- Administers College articulation efforts
- Ensures compliance with accreditation standards and reporting requirements
- Liaisons with faculty and professional staff in departments and offices across the College
- Manages operational and program budgets; manages, trains, and develops staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$90,634 - \$107,789