

Job Title: 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 with residential housing and 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:

- Direct a collaborative, systematic, and integrated institutional assessment process
- Develop and implement assessment plans, which includes drafting of program missions, goals, and objectives
- Develop assessment instruments (e.g., tests, observation protocols, interview and focus group protocols, and rubrics) that measure both process and outcome goals and objectives
- Collect assessment plans and reports, and maintain a repository of all documents
- Coordinate, plan, and deliver workshops on program assessment practices
- Participate in College assessment committees
- Prepare summaries of assessment reports to identify best practices and opportunities for innovation and communicate these findings to College stakeholders
- Become familiar with accreditation requirements and reporting
- Perform 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

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

\*\*Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

## **CLOSING DATE**

November 20, 2022

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.