

Assessment Director for Undergraduate Studies

Duke Kunshan University

Job Description

Position Overview:

The Director of Assessment for Undergraduate Studies is responsible for providing leadership and oversight of assessment activities for the purposes of program development and evaluation, accreditation and institution effectiveness. He/She will design and execute strategies to evaluate undergraduate learning outcomes for the university's newly designed, highly integrated and interdisciplinary liberal arts and science curriculum. She/he will work closely with the Dean for Undergraduate Studies in making strategic recommendations to the Vice Chancellor for Academic Affairs and Executive Vice Chancellor concerning the overall development of undergraduate academic programs, and attaining the effective learning outcomes of the programs.

Reports to:

Dean of Undergraduate Studies

Essential Duties:

- The Director of Assessment for Undergraduate Studies will chair the university wide assessment committee and oversee the committee's involvement in evaluating DKU's undergraduate program assessment plans, currently under development, and providing guidance for their further development and implementation.
- He/she will oversee efforts to ensure that programs are delivered in compliance with the accreditation requirements of the Ministry of Education in China, and parameters established by specialized professional associations.
- He/she will also work closely with the Dean of Undergraduate Studies at DKU and the office of Duke University's Vice Provost for Academic Affairs, in ensuring compliance with the accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for the Duke degree that DKU students will receive, and in preparing SACSCOC reaffirmation reports.
- He/she will assist the Vice Chancellor for Academic Affairs and Dean of Undergraduate Studies with planning periodic program reviews as necessary and work with faculty to revise program assessment plans as needed.

- He/she and the assessment committee will develop and maintain on-going relationships with faculty to support a culture of academic assessment, and work closely with the university's Center for Teaching and Learning to provide guidance to faculty on interpreting and applying assessment results to improve student learning.
- The Director will also be responsible for managing and coordinating the collection, storage and migration of all assessment data to an appropriate system to serve as the university assessment management tool.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- The successful applicant will have an advanced degree, a Ph.D. or EdD is preferred, and 5 or more years of experience in academic administration in higher education institutions or the equivalent.
- An institution builder and a strategic thinker who understands the challenges in building and assessing new degree programs, who consistently and systematically looks for ways to improve the quality of the programs and students' overall learning outcomes.
- Knowledge about academic program assessment and best practices in international universities is important, especially those associated with US higher education institutions.
- A strong team player who understands the value of collaboration and partnership in an academic setting.
- Strong quantitative and analytical skills are important.
- Competence in cross-cultural communications and the ability to work with faculty and staff in a multicultural setting is desirable.
- Knowledge of contemporary China and the Chinese higher education environment is desirable.