



POSITION PROFILE

AMERICAN UNIVERSITY IN DUBAI

ASSISTANT DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

The position is designed to support the AUD in fulfilling its mission through comprehensive data-driven systemic processes, and achieve institutional improvements and development in accordance with best practices and internationally-recognized standards in higher education. The Assistant Director of Institutional Effectiveness is responsible for the collection, analyses and interpretation of data to guide continuous improvement and institutional effectiveness. In this role, he/she collaborates with various internal and external parties, and serves as a central data source for the dissemination of institutional information and supporting implementation of program assessments, strategic planning and compliance.

PRINCIPAL RESPONSIBILITIES:

Institutional Research:

- Assist in the development and implementation of institutional research and policies;
- Facilitate data collection, and perform statistical analyses and interpretation;
- Ensure accuracy and reliability of all collected data and the validity of all utilized assessment measures;
- Develop reports from various institutional databases and external resources;
- Present findings in clear and accurate narrative, tabular, and graphical forms;
- Respond to internal and external requests for information and support;
- Serve as a liaison between the AUD and the Center for Higher Education Data and Statistics (CHEDS);
- Facilitate, support and monitor academic and administrative program outcome assessments and strategic planning.
- Support the implementation of training and professional development in institutional effectiveness-related areas (i.e., program outcome assessment, data analysis, strategic planning, institutional research, alignment of curriculum and assessment, etc.);
- Assist faculty, staff, and administrators in program reviews, program self-studies, outcome assessments, and various planning processes, primarily by providing needed information in appropriate formats;
- Utilize current technology and software, including database, spreadsheet, graphics, and statistical analysis software and applications;
- Remain up-to-date with the latest best practices in institutional research through collaboration with local and international professional entities.
- Collaborate with the Information Technology Office to support the technological needs of the Institutional Effectiveness Office.
- Other related duties as assigned.

Compliance:

- Prepare regular reports for internal and external entities, including the UAE Ministry of Education, CAA, SACSCOC, KHDA, and CHEDS;

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- In collaboration with the Registrar's and Admissions Offices, ensure that student files are complete, up-to-date and accurate;
- In collaboration with the Director of Human Resources, ensure that faculty and staff files are properly maintained in accordance with University policies, and accreditation requirements.
- In collaboration with all academic units, ensure that all course files are organized and maintained in accordance with the requirements of the UAE Commission for Academic Accreditation (CAA);
- Provide mentoring and coaching of university constituents in effective assessment, planning and data reporting to insure that all units maintain compliance with AUD policies, and adherence to accreditation standards.
- Other related duties as assigned.

Core Competencies and Skills

- Effective communications skills: interpersonal, written and verbal.
- Deep understanding of assessment essentials in higher education.
- Appreciation of diversity and ability to work across various cultures.
- Strong skills and deep knowledge in creating cultures of institutional quality.
- Ability to engage all personnel in applying best practices in assessment, and garnering their support of the AUD mission.
- Effective organizational and time management skills.
- Ability to prioritize tasks effectively and work under pressure.
- Effective team building skills and organizational development and training.
- Professional and ethical attitudes in working with all stakeholders and representing the University's mission.

REQUIRED QUALIFICATIONS

- Master's degree from an accredited institution in educational evaluation and assessment or a closely related field.
- Minimum of 5 years of progressive experience in consulting and administration in higher education with a primary focus on educational quality assurance, assessment of learning, and accreditation.
- Experience in using statistical analysis applications, and multi technology platforms and software.
- Demonstrated successful experience in working with local and international accrediting institutions.
- Commitment to handle and protect confidential materials

PREFERRED QUALIFICATIONS

- An earned doctorate from an internationally-accredited institution
- Experience at accredited American institutions of higher learning.
- Proficiency in Arabic.

APPLICATION PROCEDURE

Interested applicants should submit a cover letter and curriculum vitae with the names of three references to recruitment@aud.edu

Please state the title of the position as the subject of the email and include:

- Cover letter
- Updated CV Contact information of three (3) academic/professional references.