

Assistant Director of Institutional Effectiveness – *Office of Institutional Effectiveness*

The American University in Dubai invites qualified applicants to apply for the position of Assistant Director of Institutional Effectiveness.

The Assistant Director of Institutional Effectiveness will work with the Director of Institutional Effectiveness to support the University's strategic planning and assessment processes and ensure institutional compliance based on internationally recognized quality assurance measures and standards. The Assistant Director collaborates with a variety of internal and external stakeholders to conduct data collection and analysis and present initial results to the Director of Institutional Effectiveness.

PRINCIPLE RESPONSIBILITIES:

1. Strategic Planning and Assessment:

- Assist in reviewing and preparing the institutional planning and assessment calendar and processes;
- Oversee the functions of the institutional Quality Assurance Portal and support stakeholders in the use of the portal for data entry and in planning and assessment;
- Assist in the development of the institutional annual reports.

2. Institutional Research:

- Assist in the development and implementation of institutional research and policies;
- Collaborate with academic and administrative offices to collect data;
- Assist in developing, administering and interpreting surveys;
- Create data sets and reports from various institutional databases and external resources, presenting findings in clear and accurate narrative, tabular, and graphical forms;
- Perform statistical analyses of data as appropriate;
- Produce and submit a variety of regular and ad hoc reports;
- Respond to internal and external requests for information;
- Support the Director of Institutional Effectiveness in liaising the Center for Higher Education Data and Statistics (CHEDS);
- Prepare Annual Reports for CHEDS, KHDA, and other external entities;
- Ensure all data collected for CHEDS is accurate and uploaded to the portal on time;
- Assist in the development of AUD's Fact Book and Fact Sheet, and update every semester;
- Assist in the oversight of data collection for ranking entities;
- Facilitate and send course evaluation forms to students and support faculty and academic leadership in accessing evaluation reports;
- Use a variety of software, including database, spreadsheet, graphics, and statistical analysis packages;
- In collaboration with Information Technology Services, identify technological solutions to advance the institution;
- Other related duties as assigned.

3. Accreditation and Compliance:

- Assist faculty, staff, and administrators in program reviews, accreditation self-studies, and various planning processes, primarily by supplying needed information in appropriate formats;
- Support academic and administrative units in preparing and responding to accreditation and other compliance related reports;
- In collaboration with the Registrar's and Admissions Offices, ensure that student files are complete, up-to-date and accurate;

- 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);
- In collaboration with the Director of Human Resources, ensure that faculty and staff files are properly maintained (these should contain appropriate transcripts, experiential qualification documentation, data forms required by accrediting agencies, evaluations, etc.);
- Other related duties as assigned.

4. Professional Development:

- Be up-to-date with the latest best practices of Institutional Research and Effectiveness through attending relevant local, regional, and international (specifically North American) conferences or annual meetings;
- Participate in professional development workshops and obtain membership in associations such as the Association for Institutional Research (AIR);
- Assist the Director of Institutional Effectiveness in coaching and mentoring university constituents in assessment, planning and reporting processes, and faculty development workshops, ensuring all units maintain compliance with AUD policies and accreditation standards.

COMPETENCIES & SKILLS UTILIZED:

- Excellent interpersonal, written and verbal communication skills.
- 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:

- Minimum of 3 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:

- Master's degree from an accredited institution in educational evaluation and assessment or a closely related field.
- Experience at accredited institutions of higher learning with U.S. accreditation.
- Proficiency in Arabic.

To apply, please submit a CV, a cover letter outlining your experience as it pertains to the position, and the contact information of three professional references to:

Ms. Angele El Khoury
Human Resources Manager
The American University in Dubai
Email: recruitment@aud.edu

This position is suitable for those candidates already living in the UAE.

No telephone calls, please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow up interview.