

Director of Institutional Effectiveness

The American University in Dubai invites qualified applicants to apply for the position of Director of Institutional Effectiveness. The chosen candidate will report directly to the President of the university.

The Director of Institutional Effectiveness is responsible for overseeing the University's IE office and initiatives. The Director provides leadership in developing an institutional research, assessment and accreditation protocol for the University and serves as the liaison with national and international accrediting bodies. This position is also responsible for the coordination, oversight, and advancement of institutional planning processes and assessment. He or she is responsible for quality assurance and ongoing internal review of compliance with government, accreditation, and University policies and regulations to ensure that the University is in full compliance. This position also serves as an internal resource of review for proposed changes to University operations from a compliance perspective.

The Director of Institutional Effectiveness is charged with alerting the President/Executive Vice President/Provost and Academic Chief Officer of all compliance issues at the University and for working with them and others to ensure that the appropriate corrective actions are promptly taken.

Principle Responsibilities:

Accreditation and Compliance:

- Monitor operations of all departments of the University to ensure compliance with the SACSCOC, AACSB International, ABET, ACEJMC, CIDA, NAAB, NASAD and MOE *Standards*;
- Issue all documents that are to be sent to the above-mentioned accrediting bodies, having reviewed them for compliance, accuracy, completeness, etc.
- Collaborate with academic and administrative leadership and others to ensure that the appropriate corrections in areas of non-compliance are made in a timely manner;
- Maintain copies of essential regulatory documents (from accrediting bodies and issued by AUD) at the institution;
- Oversee academic units' efforts at obtaining professional accreditation; and,
- Oversee and ensure submission of all data to established ranking bodies and entities, i.e. *QS, Times Higher Education, etc.*

Assessment and Institutional Research:

- Collaborate with senior administrators in establishing, maintaining and reporting institution-wide strategic goals for institutional effectiveness;
- Collaborate with faculty and staff to develop and implement outcomes and assessment measures at all levels of the institution;
- Coordinate, develop, and monitor assessment activities across the University, including conducting the ongoing assessment of student learning; facilitating the collection, analysis and interpretation of assessment data; assisting in the development, implementation, and interpretation of faculty and student evaluations; and assisting in the effective utilization of data for planning, policy making, and program improvement;
- Promote training in institution-wide outcomes and effectiveness assessment;
- Mentor faculty and staff on data collection and assessment best practices;
- Assist the President in driving the annual strategic planning process; and,
- Chair the IE Steering Committee.

Competencies and Skills:

- Deep knowledge and understanding of accreditation criteria and processes;
- Excellent communication skills (oral and written);
- Excellent organizational skills and attention to detail;
- Basic project management skills, including the ability to follow-up regularly with people at all organizational levels;
- Basic statistical analysis skills; and,
- High computer literacy.

Essential Qualifications:

- Master's degree;

- Significant familiarity with accrediting expectations and practices, including those of USA-based agencies; and,
- 3-5 years in a similar position, preferably in close contact with several accrediting bodies.

Preferred Qualifications:

- Earned doctorate; and,
- Additional experience in a similar position.

Applications will be accepted and evaluated until this position is filled.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

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

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury

Director of Human Resources

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

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