



## Job Description

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<b>Job Title:</b>	Associate Dean ESS Student Assessment	<b>Grade:</b>	N
<b>Department:</b>	Student Success Services	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Oversees the activities of the ESS Student Assessment program.

### **Characteristics Duties and Responsibilities:**

1. Develops and implements the goals and business strategies for the ESS Assessment program.
2. Monitors progress of projects to ensure that all deadlines are met; reviews finished tasks to ensure that all necessary charges are made.
3. Oversees the daily operations of the ESS Assessment program and assists in developing and implementing internal policies and procedures.
4. Provides administrative support and counsel to the Dean.
5. Answers inquiries, provides detailed information, and interprets policies regarding the program.
6. Assesses and determines ESS staff training needs; develops and manages formal assessment training programs to meet these requirements.
7. Develops proposals and presentations to support the business objectives of the team.
8. Reviews and evaluates activities of the ESS Assessment program; recommends improvements and modifications.
9. Serves as liaison among ESS management and staff, including the ESS Assessment Team; participates in a number of cross-functional teams within the unit.
10. Coordinates the annual outcome assessment process for the unit.
11. Works with ESS staff and the Office of Planning and Research in preparation for SACS review in relation to annual outcome process.
12. Facilitates departmental coordination to ensure quality standards are met in regards to student success and program outcomes.
13. Coordinates with ESS staff to identify and implement appropriate assessment measures.
14. Other duties as assigned.



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**Reporting Relationships:**

**Direction Received:** Reports to Dean of Retention Services

**Direction Given:** Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first line supervisors or through persons having mid to upper level management or professional responsibility

**Minimum Requirements:**

Master's Degree from a regionally accredited institution in Student Personnel, Higher Education Administration, or other academically-related field; five years training or educational area experience; and demonstrable, hands-on experience managing formal assessment projects in an academic environment.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of higher education administration

Knowledge of training theories and methodologies

Ability to motivate, lead, and direct staff who are not direct reports

Ability to plan, develop, and implement strategies to achieve desired results

In-depth knowledge of assessment relating to programs or functions within Enrollment and Student Services

Supervisory skills

**Working Conditions:**

Typical Office Environment