

<b>Job Title</b>	Program Director 1 - Assessment
<b>Employer/ Agency</b>	University of Houston Department of Student Affairs
<b>Job Description</b>	<p><b>Position Summary</b> The Program Director of Assessment assists the Division of Student Affairs to ensure that prescribed activities are carried out in accordance with the Division’s mission to provide “an environment that facilitates belonging, wellbeing, and student success through engagement, discovery, and learning.” The Program Manager coordinates, develops, and advances assessment efforts to support continuous improvement, accreditation compliance, and data-informed decision making cross-departmentally in the Division of Student Affairs. This position collaborates with a broad range of departments in Student Affairs and administrative areas to develop and implement meaningful assessment processes that enhance learning, support measurement outcomes, and improve institutional effectiveness.</p> <p><b>Key Responsibilities</b></p> <p><b>Assessment Planning and Coordination</b></p> <ol style="list-style-type: none"> <li>1. Develops, implements, and maintains institution-wide assessment processes for departments in the Division of Student Affairs;</li> <li>2. Guides staff in defining measurable program and learning outcomes, identifying assessment needs, and creating and managing assessment plans through an innovative, inclusive, and collaborative environment;</li> <li>3. Assists in preparing correspondence and reports about assessment activities with the division, including the contributions of the division toward student life, retention, and success;</li> <li>4. Facilitates annual assessment cycles, including goal setting, outcomes development, measurement selection, data collection, and reporting;</li> <li>5. Prepares and disseminates surveys, assessment findings, and reports in a timely manner. Pulls student demographics, GPAs, and graduation/retention rate information from university records to track the impact of Student Affairs programs and services developed to support and enhance the student experience at the University of Houston;</li> <li>7. Other job-related duties as assigned.</li> </ol> <p><b>Data Analysis and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Oversees the analysis, representation, and interpretation of assessment data to support strategic planning and institutional improvement;</li> <li>2. Assists with assessment instruments and method development/facilitation (e.g., surveys, focus groups, SWOT analyses, etc.) for both divisional and departmental projects;</li> <li>3. Ensures alignment of assessment outcomes with institutional mission, strategic goals, and key performance indicators;</li> <li>4. Manages multiple assessment initiatives and timelines simultaneously;</li> <li>5. Helps lead special projects involving outcomes assessment, program review, and/or institutional effectiveness;</li> <li>6. Ensures consistent documentation, record keeping, communication, and follow-through assessment activities.</li> </ol>

<b>Qualifications</b>	<p><b>Required Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Undergraduate degree from a college or university (experience may be considered in lieu of education);</li> <li>2. Minimum of one (1) year of direct job-related experience;</li> <li>3. Strong skills in quantitative and qualitative analysis, data interpretation, and reporting;</li> <li>4. Demonstrated ability to manage complex projects and coordinate across multiple departments;</li> <li>5. Excellent communication, facilitation, and relationship-building skills.</li> </ol> <p><b>Preferred Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Experience with assessment management or analytics platforms (e.g., Excel, R, Qualtrics, Power BI, etc.) necessary for a thorough understanding of both theoretical and practical aspects of an analytical, technical, or professional discipline;</li> <li>2. Experience supporting program review processes;</li> <li>3. 3-5 years of experience in assessment, institutional effectiveness, accreditation, or other related functional areas.</li> </ol>
<b>Salary/Hours</b>	Full-Time
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://careers.uh.edu/jobs/search/uh-postings">https://careers.uh.edu/jobs/search/uh-postings</a>
<b>Opening Date</b>	Immediately

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