



HUMBOLDT STATE UNIVERSITY



Director of Learning Assessment

(Administrator I)

Review: November 16, 2009

Humboldt State University invites applications for the Director of Learning Assessment. This position is an Administrator I in the California State University Management Personnel Plan. This position reports to the Vice Provost for Academic Programs and Undergraduate Studies.

The Position

The Director of Learning Assessment is responsible for coordinating the university's efforts to assess, document, and improve student learning. Reporting to the Vice Provost, the Director provides leadership for the Center for Excellence in Learning and Teaching (CELT) and works collaboratively with faculty, deans, and staff.

Responsibilities

The Director of Learning Assessment assists faculty, staff, and administrators in implementing all aspects of program-level student learning outcomes assessment; uses multiple channels to foster communication about assessing and improving student learning; coordinates and evaluates the work of the CELT team and the Faculty Associate for Assessment; plans, coordinates, and reports on assessment activities required by the California State University (e.g., the CLA).

Requirements

A Master's Degree from an accredited institution in an appropriate field is required; a Doctoral Degree is preferred.

Additional requirements:

- A vision that connects assessment practices with teaching and learning excellence
- An understanding of theory and best practices in assessing student learning outcomes and improving student learning at the university level, including the disaggregation of assessment results to track and improve the success of underrepresented students
- Knowledge of regional accrediting requirements with regard to the assessment of student learning
- Knowledge of direct assessment/research design, statistics, and statistical software
- At least two years of employment in higher education
- Skills in written and oral communication, group facilitation, and project management
- Ability to lead highly skilled professionals with diverse backgrounds

Stronger candidates will also meet the following criteria:

- Experience in the assessment of student learning outcomes at the university level
- Experience with assisting staff and faculty members in using assessment results to shape activities aimed at improving teaching and learning
- Experience with WASC Standards and requirements
- Knowledge of and experience with electronic portfolios and other technological means of managing assessment

Compensation

The Director of Learning Assessment is a full-time, twelve-month management position. This position is covered by the California State University Management Personnel Plan and has an excellent benefits package. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Salary is competitive and commensurate with experience and qualifications. Additional Management Personnel Plan information can be found at the following website: <http://www.calstate.edu/HRAdmn/policies/mpp.shtml>.

Application

Consideration of completed applications will begin on November 16, 2009 and will continue until the position is filled. Appointment will be effective approximately July 1, 2010. Applicants should submit the following to Human Resources:

- A letter of application that summarizes the applicant's professional qualifications and skills
- Current resume
- Name and contact information for a minimum of three professional references

Email to: hsuhr@humboldt.edu or mail to:

Chair, Director of Learning Assessment
c/o Human Resources
Humboldt State University
1 Harpst Street
Arcata, CA 95521-8299

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: October 15, 2009

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, persons of color, veterans and persons with disabilities are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,800 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.