Duke University
Division of Student Affairs
Position Description

Official Job Title: Manager, Program Assessment
Working Job Title: Associate Director, Assessment, Housing & Residence Life
Job Code/Level/Family: 3795 / 13 / 28
Department: Housing and Residence Life
Supervisor: Assistant Vice President for Student Affairs and Dean for HRL
Position Status: Regular, Exempt, Full-time
Supervisory Responsibilities: None

Nature of Responsibilities: The Manager, Program Assessment (working title=Associate Director, Assessment) in Housing & Residence Life collaborates with content experts and leads the development and implementation of assessment strategies and initiatives to determine the impact of the undergraduate residential experience. Works closely with content experts in HRL and other assessment colleagues on methods, tools, data analysis and reporting. With the data manager, ensures that assessment data is stored and accessed in line with Division and University requirements.

Specific Duties:
1. Analyze available data and determine gaps. Develop valid and reliable instruments to assess student learning, community development, and engagement impacts. Complete statistical analyses, manage data according to Division and University requirements. Prepare and disseminate reports and facilitate use of findings. Collaborate with colleagues on assessment projects. 35%
2. Analyze available data and determine gaps. Develop valid and reliable instruments to assess student learning, community development, and engagement impacts. Complete statistical analyses, manage data according to Division and University requirements. Prepare and disseminate reports and facilitate use of findings. Collaborate with colleagues on assessment projects. 25%
3. Conduct statistical and qualitative analyses on various small and large datasets. Generate customized reports for various audiences. 25%
4. Analyze, interpret, and report on data from institutional, departmental and divisional surveys. 10%
5. Perform related duties as assigned or required to meet department, division and university goals and objectives. 5%

Qualifications:
Education: Work requires advanced knowledge of both statistical analysis and interpretation generally acquired through completion of a Master’s degree in a related field. An earned doctorate in a related area with a research focus on residential communities is strongly preferred.

Experience: At least three years of relevant research and/or assessment experience involving advanced statistical analysis, interpretation, and report-writing. Experience developing and implementing a departmental assessment program.

Specific Skills and Competencies:
- Ability to collect, manage data and conduct statistical and qualitative analysis using data analysis software; experience using Tableau helpful
- Knowledge of both quantitative and qualitative research methodology
- Knowledge of strategic planning concepts and learning outcome assessment
• Knowledge of strategic planning concepts, behavioral health and learning outcome assessment
• Familiarity with educational assessment and online tools for data collection and handling