

Director of Evaluations and Surveys

Posting Details

Position Information

Posting Number	S00282P
Position Title	Director of Evaluations and Surveys
Department	Inst Research_Plan_Effective
Location	Arlington
Job Family	Institutional Research
Position Status	Full-time
Work Hours	Standard
Work Schedule	
Open to	External and Internal
FLSA	Exempt
Salary	72,000
Duration	Funding expected to continue
Pay Basis	Monthly
Benefits Eligible	Yes
Job Summary	To provide primary support to the Assistant Vice Provost with regard to department administration by assisting in the development and implementation of plans, policies, and procedures to ensure the effective achievement of IER's mission.
Essential Duties and Responsibilities	Planning, coordinating, administering and distributing results of Student Feedback Surveys. Planning, coordinating, and performing research/assessment projects, such as online alumni surveys, senior exit surveys, and student experience survey, and the National Survey of Student Engagement (NSSE). Analyzing data and writing reports for university-wide surveys. Collaborating with other staff administrators in IER and the University. Generating survey related reports for internal and external requests at both the college and university-level and posting to the Web, as appropriate. Other functions as assigned by Assistant Vice Provost.
Required Qualifications	Master's degree in educational research, educational psychology, social science, statistics, or related discipline. Five years progressively responsible experience in institutional research, institutional surveys or institutional assessment in higher education. Proficiency in Excel and SPSS, SAS (or similar statistical software). Experience working with one or more survey design software packages. Excellent quantitative and analytical skills. Excellent written and oral communication skills.
Preferred Qualifications	PhD
Working Conditions	
Special Conditions for Eligibility	
EEO Statement	UTA is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation. A criminal background check will be conducted on finalists. The UTA is a tobacco free campus.

Posting Detail Information

Number of Vacancies	1
Desired Start Date	09/01/2017
Open Date	05/31/2017
Review Start Date	
Open Until Filled	Yes
Special Instructions to Applicants	Required Application Materials: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties 2) Education: list school name, degree type, major, graduated or not, and hours completed if not graduated.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you have five years of progressively responsible experience in institutional research, institutional surveys or institutional assessment in higher education?
(Open Ended Question)
2. Name the statistical software packages with which you are proficient.
(Open Ended Question)

Documents Needed To Apply

Required Documents

1. Resume or CV
2. Cover/Interest Letter
3. Curriculum Vitae

Optional Documents

1. Transcripts
2. Letter of Recommendation
3. References

To apply - <https://uta.peopleadmin.com/postings/3201>