Assistant Director of Assessment and Analytics

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Type: Full-Time
Salary: $57,151 - $60,000 per year
Posted: 55 days ago
Application Due: Open Until Filled
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Ref. No.: 07001

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About Binghamton University:

Binghamton University is a premier public R1 research institution in the State University of New York (SUNY) system that unites more than 130 broadly interdisciplinary educational programs with some of the most vibrant research in the nation. Our unique character - shaped by our mission, outstanding academics, facilities, and community life - promotes extraordinary student success, research, and service; Binghamton University is where our students, faculty and staff thrive.

Working at Binghamton University is more than about having a great job - it is about having the opportunity to flourish in an exciting, engaging environment. Our faculty and staff appreciate Binghamton's collegial and inclusive culture and its commitment to excellence, education, innovation and civic engagement. Our diverse campus community contributes to our success.

Binghamton merges rigorous academics, distinguished faculty who value cutting-edge, and community-engaged research, teaching and service, exceptional staff, and ultramodern facilities to engage and challenge its 18,000+ students. Our high-achieving student body represents diverse experiences from first-generation college-goers to international students. Beyond their talent, these classmates share a desire to shape the future through technology, insight, intellectual exploration, and community service.

We are an affirmative action/equal opportunity employer, and in keeping with this commitment, we welcome all to apply, including veterans and persons with disabilities.

Job Description:

Budget Title: Senior Staff Assistant (SL-3)

Salary: $57,151 - $60,000

The Assistant Director of Assessment and Analytics will play a pivotal role in the university's upcoming Middle States Commission on Higher Education (MSCHE) self-study, partnering with stakeholders to gather evidence, analyze data, and prepare documentation that supports reaffirmation of accreditation. The Assistant Director also strengthens institutional effectiveness by guiding comprehensive initiatives in student learning assessment, operational and administrative unit evaluation, institutional surveys, and advanced data analytics. Reporting to the Associate Provost for Assessment and Analytics, this position oversees campus-wide survey administration through Qualtrics, co-administers the Watermark Course Evaluation and Survey (CES) system, and leverages sophisticated statistical tools?including SAS and SPSS?along with AI-driven techniques to deliver actionable insights that inform decision-making and foster continuous improvement.

Key Responsibilities Assessment of Student Learning and Operational Units

- Support academic and administrative units in developing measurable learning/operational outcomes and assessment plans.
- Provide consultation, resources, and training on assessment methods, data collection, and reporting.
- Compile and analyze assessment results using advanced statistical and analytical methods.
- Ensure assessment activities align with accreditation requirements and institutional standards.

Institutional Surveys and Data Analytics

- Assist with managing the design, implementation, and reporting of institution-wide surveys using Qualtrics.
- Apply advanced analytics, including SAS, SPSS, and AI-driven tools, to analyze survey and assessment data.
- Develop dashboards, visualizations, and predictive models to support evidence-based planning.
- Prepare clear, actionable reports and presentations tailored for faculty, staff, leadership, and external audiences.
- Ensure compliance with ethical standards and data governance policies.

Course Evaluation Management (Watermark)

- Serve as the co-administrator of the Watermark course evaluation and survey (CES) system.
- Coordinate with academic departments to ensure timely setup, deployment, and reporting of course evaluations.
- Provide training and support for faculty and staff on Watermark functionality.
- Integrate course evaluation results with institutional data for deeper analysis and instructional improvement.

MSCHE Self-Study and Accreditation Support

- Collaborate with the Associate Provost and campus-wide self-study steering committee to plan and implement all phases of the MSCHE self-study process.
- Lead or support data collection, analysis, and documentation to demonstrate compliance with Middle States standards and requirements of affiliation.
- Prepare and maintain evidence inventories, data tables, and analytic summaries for use in the self-study report and team visit.
- Provide training and consultation to working groups on assessment evidence and data interpretation.
- Assist in drafting or reviewing sections of the self-study report, ensuring accuracy and consistency of data and analysis.

Collaboration and Institutional Support

- Partner with other departments to integrate assessment, survey, and evaluation data into institutional analytics.
- Lead workshops and training on assessment, survey methods, and the use of data analytics and AI in higher education.
- Contribute to special projects, accreditation reports, and institutional planning initiatives.

Core Competencies:

- Commitment to equity and inclusion in assessment and data practices.
- Effective problem-solving skills and attention to detail.
- Advanced analytical and technical skills, including the application of AI and statistical tools.
- Ability to build effective working relationships across academic and administrative units.
- Capacity to communicate technical results clearly to diverse audiences.
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Requirements:

- Master's degree in higher education, data analytics, educational research, statistics, or a related field
- Experience with assessment of student learning outcomes and/or operational unit assessment
- Proficiency in survey platforms
- Demonstrated ability to conduct data analysis using SAS and SPSS
- Familiarity with AI applications in higher education assessment and analytics
- Effective written, verbal, and presentation skills, with the ability to translate complex data into actionable insights

Preferred:

- Experience with Qualtrics
- Experience with course evaluation software (e.g., Watermark)
- Knowledge of accreditation processes and standards in higher education, including familiarity with MSCHE expectations
- Experience developing data dashboards or visualizations
- Ability to manage multiple projects and meet deadlines in a collaborative environment

Visa sponsorship is not available for this position. If you currently need sponsorship or will need it in the future to maintain employment authorization, you do not meet eligibility requirements. **Additionally, please note that Binghamton University is not an E-Verify employer.**

Additional Information:

Offers of employment will be contingent upon successful completion of a pre-employment background check and verification of degree(s) and credentials.

Binghamton University is a tobacco-free campus.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov

Payroll information can be found on our website
https://www.binghamton.edu/offices/human-resources/payroll/

Cover letters may be addressed "To the Search Committee."

Postings active on the website, accept applications until closure.

For information on the Dual Career Program, please visit:

https://www.binghamton.edu/offices/human-resources/prospective/dual-career/index.html

The State University of New York is an Equal Opportunity/Affirmative Action Employer. It is the policy of Binghamton University to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender identity or expression, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

As required by Title IX and its implementing regulations Binghamton University does not discriminate on the basis of sex in the educational programs and activities which it operates. This requirement extends to employment and admission. Inquiries about sex discrimination may be directed to the University Title IX Coordinator or directly to the Office of Civil Rights (OCR). Contact information for the Title IX Coordinator and OCR, as well as the University's complete Non-Discrimination Notice may be found here.

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