

## Director of Academic Assessment

**Job Code:** 6507

**Salary Grade:** S12

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

- Lead the development and implementation of a comprehensive, longitudinal assessment strategy aligned with program objectives and competencies.
- Ensure compliance with accreditation standards and continuous quality improvement processes.
- Provide thought leadership on competency-based medical education, including alignment with frameworks such as Accreditation Council for Graduate Medical Education (ACGME) competencies where applicable.
- Serve as a key contributor to accreditation self-studies and site visits.
- Oversee the design, implementation, and review of assessment tools across pre-clerkship and clerkship phases (e.g., written exams, OSCEs, workplace-based assessments).
- Ensure assessment validity, reliability, fairness, and defensibility.
- Guide standard setting, grading policies, and remediation processes.
- Monitor assessment quality through psychometric analysis and item performance review.
- Direct program evaluation activities, including course, clerkship, faculty, and curriculum evaluation.
- Develop dashboards and reporting tools for stakeholders.
- Analyze assessment and evaluation data to inform curricular improvements and learner support.
- Supervise assessment and evaluation staff.
- Oversee assessment administration logistics, including exam security and compliance.
- Manage assessment technologies and learning management systems.

### Minimum Qualifications

#### Education:

- Doctoral degree (PhD) in the fields of statistical sciences, data science/analytics, biostatistics/epidemiology, psychometrics/quantitative psychology, bioinformatics, engineering, or AI/machine learning, information technology.

#### Experience:

- Minimum of 3 years of experience in higher education.

#### Certifications or Licenses:

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Strong analytical and data interpretation skills.
- Excellent communication and collaboration abilities.

### Working Conditions

- Standard Office Environment



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

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