

University of Houston – Clear Lake

Position Description

Job Title: **Director, Quality Enhancement Plan**

Job Code: **2620**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree from an accredited institution	Doctorate preferred
Experience	Demonstrated experience with quantitative research methods and statistics, a sound knowledge of qualitative research methods and at least 5 years of progressively responsible administrative experience in Institutional Research, Assessment or Planning. The relevant experience includes: (1) data collection, analysis and interpretation, (2) strategic planning, (3) project management and assessment, (4) accreditation processes and requirements, and (5) assessment of student learning.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The QEP (Quality Enhancement Plan) Director is responsible for developing and implementing a comprehensive QEP at UHCL. The position works with the QEP Committee to ensure the QEP is developed and implemented in accordance with standards established by the Southern Association of Schools and Colleges (SACS). The incumbent facilitates the development, piloting and approval of the QEP plan, including the budget and assessment plans. This position also communicates with the UHCL community the QEP goals and educates and trains personnel in all aspects of QEP. The successful candidate will play a key role in setting direction for the QEP Office as well as providing oversight for data collection and analysis, interpretation of analysis and preparation of reports for SACS.

Duties and responsibilities

% Time

Direct development and implementation of the UHCL Quality Enhancement Plan.	30
Coordinate research and assessment to support the QEP.	30
Assist the AVPAA in compiling QEP progress reports.	25
Supervise office staff and administer office budget.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.