Job Title:	Assistant Director of Global Learning and Assessment
Organization:	Institute for Study Abroad
Location:	Indianapolis, IN
Start Date:	August 3, 2020

ORGANIZATION DESCRIPTION

The Institute for Study Abroad (IFSA) creates global learning environments designed to foster the development of critical perspectives, knowledge, and skills essential for students to thrive in the future. A US-based educational not-for-profit, IFSA offers more than 100 programs in 19 countries. We draw on theory and evidence-based practice to maximize the long-term outcomes of education abroad through a variety of program models and academic offerings. Learn more at https://www.ifsa-butler.org/.

POSITION DESCRIPTION

The Assistant Director of Global Learning and Assessment (ADGLA) will lead efforts to drive forward IFSA's global student learning objectives (SLOs) to ensure they directly support its mission and commitments, including the implementation of appropriate outcomes assessment. Under the supervision of the Vice President for Academic Programs and in collaboration with IFSA's staff, instructors, and critical partners, the ADGLA will operationalize SLOs at the organizational, programmatic, and classroom levels. This role will construct relevant rubrics using qualitative and quantitative assessment strategies, along with standard reports and processes to foster continuous improvement.

IFSA's future-focused approach to education abroad is singular and foundational. The ADGLA will oversee the intersection of student learning and IFSA intervention through initiatives such as our Individualized Student Learning Plans, Community & Culture (C&C) programming, and high-impact curriculum design. IFSA seeks to maximize long-term outcomes by augmenting content and interactions in ways that intentionally support learning objectives. As such, the ADGLA should be familiar with diverse student profiles and institutions to consider the unique strengths and priorities of its varied constituencies.

IFSA has a data intelligence team to support this role in conceptualizing and building analytic structures. This position will work closely with delegates across IFSA including Student Services, Academic Programs, Strategic Initiatives (including business intelligence), Marketing, and IT.

Key duties and responsibilities:

Global Learning and Assessment
- Engage staff and instructors to embed IFSA's global SLOs at the programmatic and classroom level, drawing on current research and effective teaching practice within postsecondary education, IFSA's organizational commitments, and the priorities of IFSA's partner institutions.
- Create and implement assessment strategies to measure student success at organizational, programmatic, classroom, and individual levels. This may include building rubrics, analyzing prior data, and exercising innovative ways to synthesize qualitative and quantitative information. Provide high-level analysis of current research on global and intercultural learning, teaching strategies, psychological development, and institutional approaches to make informed recommendations to the VP for Academic Programs.

- Create learning materials to support student learning outcomes.

Discussion Leadership and Presentation
- Represent IFSA at local, regional, or national education abroad conferences to discuss relevant institutional research.
- Demonstrate IFSA's approach and outcomes through internal reports and/or external platforms such as IFSA's website.
- Perform additional responsibilities as assigned.

QUALIFICATIONS

Required
- PhD in the humanities or humanistic social sciences;
- Proven experience managing complex initiatives across matrixed relationships, including meeting planning, stakeholder engagement, and results evaluation;
- Strong analytical skills, including an understanding of qualitative and quantitative research methods and an ability to use data to drive decision making;
- Exceptional written and presentation skills. Able to make complex topics accessible to diverse audiences in both formats, as well as comfort presenting one-on-one and to large audiences;
- Demonstrated ability to work collaboratively with diverse communities and stakeholders, especially with international audiences;
- Superb attention to detail, adept at prioritizing and multi-tasking independently;
- Flexibility to adjust decision making as necessary and respond to evolving circumstances;
- Ability to relate to and support students with diverse experiences such as students of color, students with disabilities, first-generation college students, and LGBTQ+ students; and
- Ability to travel independently in US and internationally based on business needs, not to exceed 10 percent of time.

Preferred
- Proficiency with or aptitude for information technology and assessment tools. Knowledge of Qualtrics, Salesforce, Microsoft Office suite (including Excel pivot tables), and/or social media.
- Previous undergraduate or secondary classroom teaching and assessment experience.
- Intercultural and/or global learning experience.

STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of $70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

APPLICATIONS

- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time