



ASSISTANT DIRECTOR FOR CURRICULUM AND ASSESSMENT

NOTE: Position closed May 24, 2025

How to Apply

A cover letter and CV are important submissions for us to get a sense of your experience. In the cover letter, please let us know how this role aligns with your career aspirations and skills. Submit both a cover letter and resume as one file, due to system limitations. Your submission will be used to assess written communication skills as well.

Job Summary

The Center for Research on Learning and Teaching in Engineering (CRLT-Engin) at the University of Michigan invites applications for an Assistant Director for Curriculum and Assessment. This is an exciting opportunity to join a vibrant, collaborative Center with partnerships across the College of Engineering (CoE) and beyond. Established in 2004, CRLT-Engin is staffed by experienced engineering and STEM educators who promote excellence and innovation in engineering education by facilitating evidence-based teaching practices that support all students. We are a key partner in the College's efforts to support departments with curricular innovations and course redesign, ensuring a preeminent engineering education that is innovative, equitable, and accessible. For more information about us, please visit <https://crlte.engin.umich.edu/about/>

You will report to the Director of CRLT-Engin and contribute to the work of a well established STEM teaching center. This role is hybrid with on-site expectations in Ann Arbor, MI, 2 days per week. All interested individuals are encouraged to apply, including individuals from backgrounds historically underrepresented in educational development.

What You'll Do

Curricular projects (50%):

- Plan, conduct and/or facilitate assessment and evaluation projects focused on a range of topics related to curriculum and course design (independently and with colleagues)
- If desired, you would also engage in learning analytics work to support student learning at U-M. This work would include either pre-existing skills or professional development in statistical analysis, coding, advanced data visualization and relational database queries
- Conduct data analysis, write reports, and develop written resources to support faculty, administrators and CRLT Engin staff engaged in curricular work

CRLT-Engin programs and services (30%):

- Develop new programs to meet emerging needs around curriculum design and revision
- Contribute to CRLT-Engin's core services such as conducting midterm student feedback, presenting instructional workshops, facilitating faculty learning communities

Curricular consultations (20%):

- Provide expertise and consultation with individuals and academic departments on the development and revision of curricula and courses
- Serve as an advisor to the Associate Dean for Undergraduate Education (ADUE) on matters of curriculum and course development in the college

Who We Are

Michigan Engineers are world-class educators, researchers, students and staff who strive to build a people-first future. As part of a top national public research institution, Michigan Engineering's mission is to provide scientific and technological leadership to the people of the world, develop intellectually curious and socially conscious minds, create collaborative solutions to societal problems, and promote an inclusive and innovative community of service for the common good.

Why Work at Michigan?

In addition to a career filled with purpose and opportunity, The University of Michigan offers a comprehensive benefits package to help you stay well, protect yourself and your family and plan for a secure future. Benefits include:

- Generous time off

- A retirement plan that provides two-for-one matching contributions with immediate vesting
- Many choices for comprehensive health insurance
- Life insurance
- Long-term disability coverage
- Flexible spending accounts for healthcare and dependent care expenses

- Maternity and Parental Leave

Skills You Have

The required qualifications for this position are:

- A completed doctorate or the equivalent combination of a completed Master's degree and curricular/assessment experience. Candidates for the doctorate will be considered with an established defense date of August 2025 or earlier
- Two or more years of experience with curriculum, assessment or research strategies including survey design, data analysis and visualization, focus group facilitation, and thematic qualitative analysis.
 - To be considered at the Assistant Director for Curriculum and Assessment (Senior level), experience should also include some of the following: coaching instructors through curriculum mapping, advising instructors on methods for measuring student learning outcomes, facilitation of departmental meetings or retreats, advanced data visualization, or other advanced quantitative and qualitative methods.
- Strong skills and knowledge base for consulting with U-M instructors and academic leaders from a broad range of institutional roles and disciplinary backgrounds on assessment methods and challenges, including both course-based and curriculum-level strategies
- Familiarity with literature relevant to educational assessment and curricular work, including inclusive and equitable practices.
- A demonstrated commitment to furthering student access and success for all in higher education
- A record of successful teaching in a university or college setting (including a range of roles from a graduate student teaching assistant to an instructor of record)

Modes of Work

Positions that are eligible for hybrid or mobile/remote work mode are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason, throughout the course of employment. Learn more about the [work modes](#).

Underfill Statement

This position may be filled at the Curriculum and Assessment Specialist (Intermediate)

level or Assistant Director for Curriculum Assessment (Senior) level depending upon the qualifications of the selected candidate.

- The salary range for the Curriculum and Assessment Specialist (Intermediate level) is: \$70,000 - \$75,000
- The salary range for the Assistant Director for Curriculum and Assessment (Senior level) is: \$76,000 - \$85,000

Additional Information

Physical Demand and Work Environment:

- The person in this position occasionally moves throughout the building to access files
- Requires the ability to travel to various locations to conduct work and deliver materials
- The person in this position routinely presents information at events and in meetings.
- May require work during early mornings, nights, and/or weekends.
- The person in the position may travel domestically as needed.

Union Affiliation

This position is included in the bargaining unit represented by the University Staff United (USU), which represents bargaining unit members in all matters with respect to wages, benefits, hours and other terms and conditions of employment.

Background Screening

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

Application Deadline

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO Statement

The University of Michigan is an equal employment opportunity employer.

Job Detail

JOB OPENING ID

261427

WORKING TITLE

Assistant Director for Curriculum and Assessment

JOB TITLE

Instructional Learning Senior

WORK LOCATION

Ann Arbor Campus
Ann Arbor, MI

MODES OF WORK

Hybrid

FULL/PART TIME

Full-Time

REGULAR/TEMPORARY

Regular

FLSA STATUS

Exempt

ORGANIZATIONAL GROUP

College Engineering

DEPARTMENT

CoE CRLT-Engin

POSTING BEGIN/END DATE

4/10/2025 - 4/24/2025

SALARY

\$70,000.00 - \$85,000.00

CAREER INTEREST

Instructional Services