

***Quality Assurance Director Job Description includes key duties/responsibilities:***

1. Promote quality achievement and performance improvement throughout the University.
2. Develop, implement, communicate and maintain a quality plan to bring the University's Institutional Effectiveness System (IUIES) and Policies into compliance with the CAA Standards for Licensure and Academic Accreditation and IUIES requirements.
3. Effectively interact with Deans, Program Directors, and Unit's Directors to maintain quality level.
4. Ensure compliance with national and international standards and legislation in HE.
5. Establish clearly defined quality methods for staff to apply.
6. Define quality procedures in conjunction with operating staff.
7. Set up and maintaining controls and documentation procedures.
8. Liaise with auditors and ensuring the execution of corrective action in compliance with Standards.
9. Monitor performance by gathering relevant data and producing statistical reports.
10. Organize and manage quality assurance function in close co-operation with key administrators.
11. Identify relevant quality-related training needs and delivering training.
12. Gather and analyze performance data and charts against defined parameters.
13. Ensure assessments procedures are properly understood, carried out and evaluated by concerned staff.
14. Write academic, technical and managerial reports.
15. Bring together staff of different disciplines and driving the group to plan, formulate and agree upon comprehensive quality procedures.
16. Persuade reluctant staff to change their way of working to incorporate quality methods.
17. Formulate and manage the development and implementation of goals, objectives, policies, procedures and systems pertaining to the QA/QC.
18. Set QA compliance objectives and ensuring that targets are achieved.
19. Maintain awareness of the business context and university profitability, including budgetary control issues.