



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Institutional Effectiveness and Research	<b>FLSA:</b>  Exempt
<b>Department:</b> Institutional Effectiveness & Research	<b>Date Revised:</b>  9/21/2017
<b>Security Sensitive:</b> Yes	<b>Grade:</b>  D-62
<b>Reports To:</b> Vice President of Instruction	

### Job Summary

Under the direction of the Vice President of Instruction, the Director of Institutional Effectiveness and Research provides leadership for institutional effectiveness, research; strategic, tactical and operational planning; assessment; accreditation; institutional and organizational effectiveness; and student learning outcomes. This position's reports assist campus leadership in the formulation of issues, analysis of trends, and the understanding of outcomes as well as contribute to the strategic planning, evaluation, and development of institutional policy. The Director of Institutional Effectiveness and Research plays a critical role linking planning, budget, and assessment institutionally and provides information and analysis impacting students, budgets, research activity, human resources, financial analysis, strategic planning, policy formulation, and enrollment management. The position is responsible for monitoring institutional effectiveness and improvement including regional and professional accreditation; program reviews; learning outcomes assessments; and student satisfactory surveys. The position is also responsible for data analysis including systemic analysis of data to support decision-making, preparation of standard reports, as well as the design, development, and implementation of an interactive data reporting system. The position provides relevant, timely and accurate information to the administration and faculty in support of the program review, planning, budgeting and decision-making process at the College.

### Essential Functions

- Provides oversight and supervision for institutional planning, assessment, research, evaluation strategies, trend analysis for environmental scanning, and accreditation processes;
- Ensures that meaningful, appropriate/accurate data and supporting documentation is available to meet the decision-making needs of the College;
- Develops and implements a system for institutional strategic planning and scanning, and assists in coordinating the annual assessment, planning, budgeting process(es) with College leadership;
- Develops and implements a comprehensive system for assessing effectiveness of College programs and services, including surveys, national tests, data reports, secondary data sources, qualitative and quantitative analyses, and research designs in order to make recommendations for institutional improvements;
- Develops and coordinates college-wide systems of academic and service area program reviews; provides orientation and support to departments in designing program reviews; and delivers monitoring reports to administrators and Board members, as assigned;

- Coordinates and conducts training for the program review and outcomes assessment database and other areas where the IR Office has developed instrumental tools for internal departments or external agencies;
- Compiles, analyzes, and disseminates quantitative data on facets of the college and related educational issues, including areas such as institutional characteristics, enrollments, student retention, student transfer activities, enrollment projections, grades, other student performance indicators and fiscal affairs;
- Works in concert with the College's SACSCOC Liaison to address accreditation issues;
- Conducts special projects/studies to address decision-making needs of the district and for senior administrative staff, College President and the Board of Regents, as assigned. Serves as administrative staff resource for faculty-based assessment efforts in curriculum development and student learning outcomes. Interprets institutional data, e.g., enrollment, retention, transfer, alumni, academic assessment and other related data, to advise departments, College administration, or Governing Board members;
- Supervises the creation, administering, and reporting of institutional surveys, evaluations, and assessments, including CCSSE, CCFSSSE, SENSE, SSI, Graduate and employer surveys;
- Coordinates state, federal and other required reports of the College. Serves as the certifying official for the THECB CBM reports;
- Facilitates the preparation of specialized reports such as compliance, accreditation, THECB, and grant funding agency reports as directed;
- Serves as the College's Texas Higher Education Coordinating Board Accountability representative;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

### **Minimum Education, Skills and Abilities**

- A Master's degree and experience in quantitative and qualitative research, statistical analysis, and reporting;
- Knowledge of local, state and national community college issues; academic and student development programs; curriculum development; current trends and issues relating to federal and state reporting; accreditation requirements; current and innovative practices in the development and assessment of institutional effectiveness and student learning outcomes; current theory and practice in institutional research; the development of assessment tools and methods of measurement; research design; data warehousing, management information systems;
- Ability to collaborate effectively with College administration; seek consensus on student learning outcomes; apply bench-marking techniques;
- Collect, organize and analyze data;
- Present complex material orally and in writing;
- Establish cooperative working relationships with persons contacted in the course of performing assigned duties;
- Must possess excellent computer skills and familiarity with Higher Education Enterprise Systems (i.e., Ellucian) and data analysis software such as SPSS, Excel, and Access.

**Preferred Education, Skills and Abilities**

- An earned doctorate and five years of experience in quantitative and qualitative research, statistical analysis, and reporting.

**Work Environment**

- Works primarily in a climate controlled office environment with little exposure to safety hazards.
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials. Work may require sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date