

ALVIN COMMUNITY COLLEGE
invites applications for the position of:



FT Executive Director, Institutional Effectiveness and Research (Temporary)

SALARY: \$7,318.75 - \$8,484.33 Monthly
\$87,825.00 - \$101,812.00 Annually

DIVISION: Office of Academic Affairs/Instruction

OPENING DATE: 10/30/18

CLOSING DATE: 11/25/18 11:59 PM

JOB SUMMARY:

This is a full-time Temporary Professional position with a two year assignment. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview. The salary will depend upon the directly related years of work experience.

APPLICATION STATUS

Your application status will be updated throughout the review process.

TERMS OF EMPLOYMENT

Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends.

May require travel to our main campus in Alvin and/or to various offsite locations, including local high schools in Alvin, Danbury, Manvel and Pearland.

Requires the provision of **official transcripts** and/or **certifications** within (30) days of hire.

Applicants with academic credentials from non-U.S. accredited institutions are required to have their coursework evaluated in terms of U.S. "equivalency." All international credential evaluations must be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) in order to be considered for a faculty position. Applicants bear the responsibility of requesting, paying associated fees, and obtaining an original transcript evaluation for submission to the Office of Human Resources. Please refer to the NACES® website for further information (www.naces.org).

ESSENTIAL DUTIES:

The Executive Director of Institutional Effectiveness and Research provides leadership for institutional planning and effectiveness to support the College's mission and decision-making processes. The position supports ongoing quality improvement of the institution through research and analysis of relevant data. The Executive Director is responsible for implementing a systemic process to demonstrate ongoing institutional effectiveness, strategic planning, program assessment and evaluation, data analysis, and standardized reporting.

This position is also responsible for the preparation and oversight of accreditation reports to ensure compliance with regional, state, and federal requirements. As a part of those duties, the Executive Director is also responsible for the leadership, collaborative development, and coordination of the institution's Quality Enhancement Plan (QEP).

- Provide leadership and oversight for the College's ongoing, comprehensive, integrated, and research-based planning and evaluation processes.
- Develop, assess, and maintain processes and procedures that focus on continuous improvement of the quality and effectiveness of the College in relation to the College mission.
- Apply advanced knowledge of institutional research methodologies and software to ensure ongoing planning and evaluation of all college programs, services, and constituencies are linked to decision-making and allocation of resources.
- Evaluate, systemically analyze, and communicate data findings to College leadership and constituencies in order to recommend and establish institutional key performance indicators.
- Provide leadership and support for the on-going development and implementation of college-wide program review, predictive analytics, course evaluations, and other support software systems.
- Support the SACSCOC liaison, administrators, faculty, and staff with accreditation compliance and activities.
- Through broad-based support of institutional constituencies, identify a topic focused on specific student learning outcomes and/or student success to collaboratively develop a written plan of improvement and identify resources necessary to initiate, implement, assess, and complete a Quality Enhancement Plan (QEP) as required by

the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Oversee and plan initiatives to address and anticipate changes in the College's strategic plan, unit performance plans, economic forecasts, occupational outlook, and/or student needs.
- Responsible for monitoring institutional effectiveness and improvement including regional and professional accreditation; program reviews; learning outcomes assessments; and course evaluations.
- Collaborate with faculty, staff, and administrators for goal attainment and process improvements to reach established academic, unit, and institutional goals.
- Assist the institution in identifying and understanding emerging trends, strategies and the significance of environmental changes to support college planning and development efforts.
- Supervise the maintenance and further development of data dashboards to communicate progress towards goals, KPIs, leading and lagging indicators, and regular program/department data.
- Oversee the annual development and distribution of program data to faculty, staff, and administrators to address enrollment and retention of students and draw conclusions and/or make recommendations for process areas of improvement.
- Plan, manage, and monitor departmental budget.
- Provide leadership and supervision of Institutional Effectiveness and Research staff.
- Measure performance of Institutional Effectiveness and Research department and provide leadership for continuous improvement of services.
- Oversee the Institutional Review Board (IRB) process.
- Ensure college compliance with the SACSCOC, state, and federal accountability requirements related to student achievement and institutional planning and effectiveness.

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited institution of higher learning in a subject requiring knowledge and skills in data gathering, data analysis, and data reporting.
- Five (5) or more years of experience in an institution of higher learning or a business setting with demonstrated responsibility using data for testing/assessment, evaluation methodology, institutional/organizational effectiveness activities, computer information systems methodologies, and assessing the effectiveness of projects, programs, departments or related activities.
- Expert knowledge of statistical analysis spreadsheets, relational databases, query software, and project management reporting.
- Experience in management and supervision of employees.
- Experience working in a higher education or business setting with accreditation knowledge and experience.
- Proven understanding and experience in both auditing/reporting data and analytics.
- Demonstrated abilities in analytical, written communication, and oral communication skills with the ability to translate complex data-based information into simple, easy to understand language.
- Working knowledge of various office software packages including extensive skill using the Microsoft Office Application Suite.
- Working knowledge of statistical analysis programs such as SAS, SPSS, or equivalent.
- Working knowledge of survey development, distribution and analysis.

PREFERENCES:

- Master's or doctorate degree from a regionally accredited institution in Statistics, Research Methodology, or Educational Leadership.
- Experience working in higher education with accreditation knowledge and experience.
- Demonstrated ability to successfully lead organizational change.
- Demonstrated ability to organize, prioritize, and manage shifting priorities, while constantly exercising discretion and independent judgment.
- Demonstrated leadership style that is participative with a collaborative management style that emphasizes staff involvement and effective delegation skills.
- Predictive analytics experience.
- Ellucian, PeopleSoft, or other enterprise software experience.
- Experience with ZogoTech, Ad Astra, and Campus Labs software.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.alvincollege.edu>

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 Alvin, TX 77511
 281-756-3639

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Position #2018-197
 FT EXECUTIVE DIRECTOR, INSTITUTIONAL
 EFFECTIVENESS AND RESEARCH (TEMPORARY)
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