Job Vacancy Announcement

Director of Institutional Effectiveness, Assessment and Accreditation

POSITION TITLE: Director of Institutional Effectiveness, Assessment and Accreditation

JVA#: 2018-03

DEPARTMENT: Office of Institutional Research and Effectiveness

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

POSITION SUMMARY: The Director of Institutional Effectiveness, Assessment and Accreditation provides dynamic leadership for and is the President’s chief advisor on all facets of institutional effectiveness. The Director is responsible for managing and coordinating functions that support data-informed decision-making, planning and accountability, including the accuracy and integrity of all data for institutional, state and federal reporting; coordinating strategic planning and reporting; coordinating assessment and evaluation; and leading all processes related to the HLC Persistence and Completion Academy and accreditation process. As a senior member of the President’s Cabinet, the Director works collaboratively across the College community to strategically advance academic, student and College success. The Director reports to the President.

CORE RESPONSIBILITIES:

• Provide a strategic and comprehensive institutional perspective that tells the institution’s story through sound data and analysis in support of the College’s mission, vision, and goals;
• Work collaboratively across the College to foster a campus culture for data-informed decision-making that supports student success and guides strategic planning;
• Maintain, distribute, and clearly present data, key performance indicators, and recommendations based on analysis and research in support of the College’s strategic planning, assessment and accreditation processes to internal constituents, including the Board of Governors;
• Participate in the creation and implementation of the college’s integrated strategic plan and monitor and communicate performance metrics to measure progress on the strategic plan;
• Serve as the College’s Higher Learning Commission (HLC) Accreditation Liaison Officer and Data Update Coordinator and remain current on all HLC policies and requirements;
• Lead and monitor the College’s accreditation process; prepare and distribute information and follow-up reports required for the timely completion of HLC and specialized accreditation processes;
• Lead the timely and accurate completion of all state, federal and other external reports and survey requirements and ensure accuracy of the data submitted. Develop and implement processes for collecting, linking, and analyzing data from a variety of sources;
• Serve as a primary college resource for assessment tools and processes. Provide leadership in planning, administration, and analysis of student evaluations of faculty and major college-wide surveys for institutional effectiveness, including surveys that measure engagement, performance and satisfaction for both students and employees;
• Provide institutional level data required for academic program reviews, national accreditation reports, and externally funded grant applications;
• Consult with and assist personnel college-wide in the development and analysis of survey instruments, questionnaires, and other studies;
• Serve as the IPEDS Keyholder; utilize IPEDS and other national databases to retrieve comparable data for benchmarking purposes;
• Promote best practices in the field of Institutional Research and effective use of the best available institutional data for planning and decision-making;
• Monitor the integrity of institutional data; work closely with Information Technology and other campus personnel to perform necessary reviews of data to ensure integrity, reliability, and validity;
• Serve on the President’s Cabinet and other college-wide groups; chair the College Council; provide overall leadership for the College’s HLC Persistence and Completion Academy initiative;
• Represent the College at federal, state-wide (West Virginia Higher Education Policy Commission), and local meetings and conferences as appropriate and at professional organizations related to institutional research and assessment within the state, taking a leadership role where appropriate;
• Maintain the Institutional Effectiveness website (including online reports and dashboards) that provides commonly used data on retention and graduation, degrees awarded, student enrollment and admissions, other analytical studies, survey results, the Strategic Plan, and HLC accreditation;
• Maintain and review institutional and statewide policies to ensure they are current; bring institutional policies forward to leadership that require updating; and
• Perform special projects and additional duties as assigned by the President.

MINIMUM REQUIRED QUALIFICATIONS:
• A Master’s degree in higher education or other behavioral science, social science, or analytic field from a regionally accredited college or university.
• A minimum of 3 years of increasingly responsible experience in the collection, analysis and presentation of data in a higher education setting.
• Experience with institutional and/or specialized accreditation policies and processes.
• Demonstrated attention to detail, accuracy, and organization.
• Demonstrated ability to set priorities, manage multiple projects simultaneously, and meet deadlines.
• Demonstrated excellent interpersonal skills, including oral and written and active listening communication skills.
• Critical thinking and analytical skills as demonstrated by the ability to meaningfully interpret and communicate data and research to broad audiences.
• Demonstrated strong skills in teamwork and collaboration across organizational lines.
• Proven commitment to a student-centered college model, incorporating strategies for academic success of first-generation, underrepresented, adult, and international students.
- A positive attitude and demonstrated high level of integrity, ethics, and professional work standards.
- Valid State Driver’s License required.

PREFERRED QUALIFICATIONS:
- Earned doctorate in higher education or other behavioral science, social science, or analytic field from a regionally accredited college or university.
- Experience with Higher Learning Commission accreditation standards.
- Experience with college-wide assessment processes.
- Experience with Ellucian Banner Information System and reporting tools such as Argos.
- More than five years of increasingly responsible experience directly related to the position description.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:
1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at [https://www.bluefieldstate.edu/resources/human-resources/jobs](https://www.bluefieldstate.edu/resources/human-resources/jobs))
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: January 19, 2018

CLOSING DATE: Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, Friday, **February 16, 2018**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*