



Director, Institutional Effectiveness

Institutional Effectiveness

IE/1

JOB SUMMARY

This position is responsible for directing the college's institutional effectiveness functions.

MAJOR DUTIES

- Provides leadership for the college's institutional effectiveness and research, assessment, college planning and accreditation functions.
- Manages the operations of the Institutional Effectiveness Office; hires, trains, supervises, evaluates and disciplines personnel.
- Develops and implements a system for institutional strategic planning; coordinates the annual assessment and planning process.
- Develops and implements a comprehensive system for assessing the effectiveness of college services and academic programs.
- Provides orientation and support to academic departments in designing program reviews; delivers monitoring reports to college leadership.
- Conducts training for outcomes assessment.
- Completes and assists with ad hoc assessment activities.
- Coordinates the college's regional accreditation efforts.
- Serves as the college's Accreditation Liaison to SACSCOC.
- Serves on the University System of Georgia's Regents Advisory Committee on Effectiveness and Accreditation.
- Attends meetings, workshops and other related events.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of institutional effectiveness theory and practice.
- Knowledge of research, assessment, planning and accreditation principles.
- Knowledge of computers and job-related software programs.
- Knowledge of SACSCOC accreditation guidelines.
- Knowledge of University System of Georgia policies and procedures.
- Skill to work cooperatively with legislators, community leaders, students, faculty and staff.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President for Academic Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include Board of Regents policies, SACSCOC requirements, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the college's institutional effectiveness functions. Success in this position contributes to the effectiveness of college operations and to the reaffirmation of college accreditation status.

CONTACTS

- Contacts are typically with co-workers, other college personnel, representatives of accrediting bodies, representatives of state and federal agencies, and members of the general public.
- Contacts are typically give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.