



Position Title: **DIRECTOR, INSTITUTIONAL
EFFECTIVENESS & ACCREDITATION**

Location: College District (Primary office in Beeville)
Salary Range: \$60,000 – \$75,000 (dependent upon
KSA)
Job Classification: Exempt
Security Sensitive: Yes
Department: Institutional Effectiveness
Reports to: Vice President, Strategic Planning & Administration

II. Education/Experience Requirements:

- Master's Degree preferred.
- Bachelor's degree in higher education, statistics, business, or related field with an emphasis on strategic planning, research, and evaluation or a related field from a regionally accredited institution. Knowledge of research, data, or statistical software.
- Minimum five years of experience in higher education administration that included program administration and evaluation. Documented experience in leadership, planning, and evaluation.
- Must possess a high level of proficiency with MS Excel and SPSS.

III. Essential Functions:

Provides institutional support across all divisions at all four campus sites for data and evidence based information decision-making. The Director oversees institutional reporting and assists in directing college efforts to achieve and maintain institutional effectiveness including activities related to program reviews, grants, research, evaluation, student assessment and tracking, and accreditation. Utilizes technology to ensure efficiency in the collection, compilation and analysis of data and to build systems for effective presentation of data.

IV. Job Responsibilities:



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- Serve as the college lead/liaison for SACSCOC and various federal, state and local reporting requirements.
- Provide direction and leadership in the development of effective and wide-ranging programs of quantitative and qualitative research that supports decision making at all levels of the District and includes activities such as student learning outcomes and follow-up research, needs assessment, feasibility studies, environmental scanning, dashboards, policy analysis, survey research, focus groups, etc.
- Ensure accurate and timely submission in the preparation and dissemination of reports required by federal, state, and accrediting agencies.
- Maintain relevance with 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. Revised 1/18/2019
- Prepare an annual master reporting calendar/data inventory.
- Ensures data integrity; research and recommend process improvements to ensure data quality.
- Develop and maintain annual departmental budget requests and assume responsibility for operating within the approved budget.
- Demonstrated ability to present complex material in writing and through effective presentations techniques.
- Coordinate institution-wide assessment activities; assist in selection of assessment instruments; compile assessment results; provide dissemination for summary/analysis.
- Coordinates the Annual Program Review Process and ensures each unit across the College District also develops annual program reviews that demonstrate



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continuous quality improvement and builds on each other from one year to the next.

- Ensure that Institutional Effectiveness is comprehensively evaluated annually, and improvements are implemented as determined and driven by evaluation of services. Uses this information in the department's annual program review.
- Ensure that outcomes measuring student success efforts are maintained, updated, and accessible on Coastal Bend College's web site.
- Establish, facilitate, and maintain an atmosphere of trust and credibility among all college constituents.
- Represent the District, as required, in national, state, and local councils, committees, boards and organizations.
- Perform other duties as assigned.

V. Other Responsibilities:

- Active participation in Cougar Smart Start.
- Collaborate in the development and successful submission of the SACSCOC 5th year interim report.

VI. Travel Requirements:

This position requires travel to CBC's off-site locations.

VII. Environment:

Predominant office environment with minimal outdoor work related activities.



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**Coastal Bend College does not discriminate on the basis of race, creed, color,
national origin, gender, age or disability.**

I have been presented with the job description for Director of Institutional Effectiveness. The requirements for this position have been discussed with me and I agree that I can perform the functions of this job.

Signature

Date