



Reformed University Job Description

- Director of Institutional Effectiveness

OCCUPATIONAL SUMMARY:

The Director of Institutional Effectiveness is a senior-level position that reports directly to the President and provides leadership and oversight to the research, planning, assessment, and accreditation activities of Reformed University. This position directs a comprehensive institution-wide institutional effectiveness program that includes strategic planning, institutional research, outcomes assessment, and compliance with state/federal/TRACS requirements. This individual is responsible for leading and managing the Office of Institutional Effectiveness, a strong team of professional and classified staff members with diverse expertise and job responsibilities.

POSITION AND JOB DESCRIPTION:

Formal Title (Position):

- Director of Institutional Effectiveness
- Full-Time Administrative Staff

PRIMARY DUTIES:

- Coordinates the development of the institution-wide Strategic Plan;
- Oversees the development, management, and maintenance of the data for university-wide reporting;
- Serves as the TRACS accreditation liaison and oversees compliance with TRACS policies and standards;
- Provides leadership for all institutional research and benchmarking activities, including data management and analysis;
- Designs, develops, and implements strategies to assess and improve the quality and effectiveness of all areas of the university;
- Ensures that data and information are available to meet the decision-making needs of the University at all levels;
- Coordinates university-wide studies and surveys including development, administration, analysis, and the dissemination of results;
- Oversees reporting to state, regional, and federal agencies;
- Coordinates internal functions related to environmental scanning, instructional program review, research review, and unit-level assessment;
- Directs the planning, budgeting, and administration of the Office of Institutional Effectiveness;
- Coordinates responses to ad hoc requests for information;
- Serves on university-wide committees and councils; and
- Perform related duties as assigned.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.



REQUIREMENTS:

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of University mission and objectives.
- Handling the demands and requirements of senior-level management in higher education. • Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the University.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

- Demonstrated proficiency using standard office software applications.

Physical Requirements

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment
- Occasional lifting of objects up to 10 pounds

Work Experience

- Five years related work experience.
- More than five years related Senior-level management experience in higher education preferred

Education

- Master's degree in related area.

REPORTING DUTIES:

Reporting Responsibility to:

- President

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.