



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Director of Institutional Research, Planning and Effectiveness

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with experience

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position is responsible for the administration, supervision and coordination of the College's Institutional Research Department. Research functions include providing comprehensive support for planning, assessment, program review, accreditation, and grant proposals as well as providing required data reports to state and federal agencies.

This position will work closely with the Academic Affairs Office/President's Office to manage the strategic planning process, establish goals/measures and provide reporting services. Responsible for all federal, state and institutional reports as well as College wide survey administration. This position is required to effectively work with all areas of the College and manages the Institutional Review Board (IRB).

Responsibilities include but are not limited to:

- Coordinates and administers the College's institutional research activities including collecting, analyzing, interpreting and reporting information.
- Oversees the completion and dissemination of federal and state reports, such as the Integrated Postsecondary Education Data System (IPEDS) and internal reports.
- Collaborate with Academic Affairs Division to support program reviews, accreditation, assessment and evaluation initiatives.
- Lead the development of the strategic plan and collaborate with stakeholders to track initiatives, outcomes and communication.
- Responsible for the coordination, management, and evaluation of College's strategic planning, assessment, institutional effectiveness and other data related initiatives.
- Collect and maintain College-wide assessment results, which include analyzing and interpreting data for informed decision making.
- Collaborates with Academic Affairs Division to manage and collect student learning assessment data and provides reports/analysis on outcomes to all stakeholders
- Coordinate continuing research studies in the areas of budgeting, staffing, facilities as well as employee and student needs. This will require working closely with the College's administrative team that have responsibilities for these areas.
- Assists in coordinating the annual planning and institutional effectiveness processes with the annual budgeting process.
- Manage design, development and implementation of internal and external collection tools. (surveys, focused groups, external reports/organizations, etc.)

- Serve as liaison with national, regional and state organizations to promote and support institutional research needs at Shorter College.
- Design, update and maintain the Institutional Research presence on the intranet and the public Web site.
- Provide leadership and support for the College's institutional review board while serving as Shorter College's IRB Senior Officer.
- Perform assigned responsibilities according to the College's Policies and Administrative Guidelines.
- Manage institutional research budget.
- Must be able to work on a basis of "available as work demands" in addition to a fixed schedule
- Commitment to the comprehensive community College philosophy.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE: Master's Degree from accredited institution in research design, educational research, statistics or related field. Doctorate preferred.

Minimum experience of five(5) years in research design, planning, assessment and evaluation activities in higher education. Community College experience preferred.

LANGUAGE SKILLS: Ability to derive and present data into different formats and present in a media based on the needs of different stakeholders. Ability to manage confidential data/communication. Proficiency in data collection, analysis and interpretation tools

REASONING ABILITY: Experience in research methodology, including standard qualitative and quantitative methods and procedures applied to education. Experience collecting, maintaining and presenting data for strategic planning and institutional effectiveness initiatives/presentations. Demonstrated knowledge and experience with instructional program review and all levels of institutional assessment. Knowledge of higher education state and federal reporting requirements/regulations. Knowledge of questionnaire design and survey methodology.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: This position is conducted in an office environment on a college campus.

REQUIRED TESTING: Drug test and background check.

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214