Job Title: Institutional Effectiveness Coordinator

Job Code: 10047

JOB SUMMARY

The Institutional Effectiveness Coordinator is responsible for coordinating the college’s processes associated with the strategic planning and institutional effectiveness efforts of the college, including activities associated with assessment; institutional compliance; institutional research; and collection, analysis, and reporting of information and data.

MAJOR DUTIES

- Works with leadership across the college to coordinate the development of program goals, objectives, policies, and standards for quality assurance for the mission and purposes of all academic and administrative departments;
- Works with leadership across the college to analyze and assess the effectiveness of existing programs. Includes the collection, analysis, and dissemination of necessary assessments, data, and reports;
- Coordinates activities necessary to maintain or pursue accreditation status for the college and program-specific accreditations;
- Provides training in strategic planning and accreditation procedures and requirements to academic and administrative staff, where necessary;
- Maintains the components of compliance systems, including monitoring, reporting, preparation of reports and other documents;
- Serves as liaison between Institutional Effectiveness department and academic and administrative units;
- Collects, organizes, formats, and reports, where necessary, college-wide data and information. Includes oversight of data systems such as IPEDS, PAS, CAM, and Perkins software, and student information system; and
- Other duties as assigned.

COMPETENCIES

- Familiarity with policies and procedures related to the operation of postsecondary institutions and, specifically, two year or technical colleges
- Knowledge of college and/or program accreditation policies and procedures
- Knowledge of procedures, concepts, and research methods necessary for collection, analysis, and administration of various means of assessment utilized in a higher education setting
- Public speaking and interpersonal skills
- Oral and written communication skills
- Decision making and problem solving skills
- Critical thinking skills
- Skill in operation of computers and job related software programs
**MINIMUM QUALIFICATIONS**

- Bachelor’s degree in a related field *and* Two (2) years of experience in data analysis, planning and evaluation
- Note: Experience may substitute for the degree on a year-for-year basis

**PREFERRED QUALIFICATIONS**

- Preferred qualifications may vary from location to location