



Job Title: Institutional Effectiveness Director

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 118
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position works with administrative accreditation data collection/reporting/assessment and accreditation processes to build a seamless, uninterrupted culture of improvement. This position also plans, develops, analyzes, reports and justifies institutional and comparative data elements and outcomes including assessment, forecasting, and graphical analysis and may include: planning, directing, completing, and reviewing long-term reports and studies; preparing projections related to curriculum, students, enrollment and budgeting; directing survey and/or program assessment efforts; publishing research briefs; and supervising institutional advancement staff.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Provides oversight; directs the implementation of internal operations, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards; and works to integrate and coordinate service areas.
- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Directs the gathering, organization, and compilation of data in support of budgeting, planning, and/or evaluation and assessment; oversees the reporting of related data and information; directs the analysis of internal and external institutional research and/or planning projects; and reviews and disseminates research requests and associated processes.
- Develops and facilitates implementation of assessment plans for administrative and co-curricular units; works with administrative and co-curricular units' administrators to develop assessment processes, data collection, analyses, best practices, and continuous program

improvement efforts; and integrates the developed processes into the new administrative assessment outcomes software;

- Meets, consults with, and makes key decisions with applicable University staff regarding projects; directs and oversees the completion of applicable projects; and communicates project status and results with relevant constituents.
- Reviews a variety of reports summarizing research data; analyzes related reports and/or data; Reviews a variety of reports summarizing research data; analyzes related reports and/or data and makes recommendations based on findings. and makes recommendations based on findings.
- Leads grant evaluation processes and reporting of program outcomes.
- Serves as the staff role supporting the SACSCOC working group committee; serves as the staff role supporting the Quality Enhancement Committee (QEC) and annual reviews of the Quality Enhancement Plan (QEP).
- Maintains documentation of program and institution accreditation processes.
- May serve as the College's chief reporting, analytics, and business intelligence officer.
- May ensure the quality, value, and continuous improvement of academic degree programs, student support services, and administrative units inline with the College's Strategic Plan and initiatives to support student success.
- May oversee the College of Education's assessment system and produce and maintain electronic documentation for assessment including accreditation compliance documents.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in higher education, educational research; educational leadership, curriculum and assessment, or in a related area; four (4) years of related work experience in educational assessment, student services assessment, or accreditation with experience in higher education preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Data manipulation;
- Data science techniques to produce discovery and predictive analytics;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods; and
- Computers and related software applications.

Skills in:

- Analyzing research reports;
- Managing analytical staff;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work;
- Monitor and evaluate employees; and
- Perform mathematical and statistical calculations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	

Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	
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TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.