



**Job Title: Institutional Effectiveness Associate
Director**

CLASSIFICATION DESCRIPTION

Department: Academic Effectiveness Assessment

Pay Grade: 116

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for the oversight and implementation of accreditation and assessment processes that support a culture of data-informed decision making and continuous quality improvement at the College. This position collaborates with staff, administrators, and College leadership to: develop and facilitate assessment plans for administrative and service units College-wide; serves as the assessment lead for the accreditor-required Quality Enhancement Plan; oversees institutional assessments that report on student outcomes; leads grant evaluation processes and reporting of program outcomes for local, state, and federal funding; and integrate new processes to ensure adherence to best practices in assessment and compliance with accreditor requirements. This role also supervises and oversees the work of assigned staff; serves as the SACSCOC liaison in training; and works with all units at the College to ensure ongoing accreditation and to support reaffirmation efforts.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Oversees a wide range of program and department assessments that impact daily operations as well as strategic College functions; develops program learning outcomes/goals/metrics; integrates the developed processes into the new administrative assessment outcomes software;
- Recommends appropriate assessment instruments.
- Designs surveys.
- Monitors reporting cycles to ensure timely reporting.
- Analyzes outcomes.
- Creates, reviews, edits and approves reports for executive leadership.
- Develops new assessment templates and processes.
- Provides training to all College stakeholders on the assessment review cycle and technical assistance with assessment software.
- Collaborates with others to ensure a streamlined assessment process College-wide.

- Assists grant evaluation processes and reporting of program outcomes; collaborates with faculty members and administrative staff on the preparation and development of research grant opportunities; reviews grant proposals for required evaluation elements and determines assessment needs; advises on appropriate assessment tools and methodologies for responsiveness to program applications; creates assessment and measurement tools such as logic models, surveys, and focus group studies, as needed; assists in data collection and review; and assists in writing related evaluation reports.
- Supports the SACSCOC working group committee; serves as the Southern Association on Colleges and Schools Commission on Colleges (SACSCOC) Accreditation Liaison in training; works with others to ensure compliance with accreditation requirements; communicates inquiries to SACSCOC on behalf of the College; works with others to request approval for or notify on substantive changes to academic programs, course modality, and new degree programs; submits required reports; assists with coordinating accreditation visits; and keeps up-to-date standards and changes.
- Oversees all assessment components for Quality Enhancement Plan (QEP); collaborates with others to oversee the process and ensure goals are met; develops and leads student focus groups; collects and analyzes data; develops and presents summaries; prepares annual updates; and works with stakeholders to develop related strategic plans for future QEP programs.
- Supports maintenance of documentation of program and institution accreditation processes.
- Directs 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.
- Oversees work on data gathering and analysis; institutional and state reports; work on faculty credentialing; surveys; communicating organizational needs; problem solving and planning for potential innovations; cross-training; and providing employee feedback and professional development.
- 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.
- 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 field related to assigned 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;
- Mathematical concepts;
- Data extraction and transformation;

- Surveying methods; and
- Computers and related software applications.

Skills in:

- Analyzing research reports;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Designing surveys;
- Creating data visualizations such as graphs and charts;
- Gathering data;
- Conducting both qualitative and quantitative research analysis;
- Using research instruments;
- Reporting research;
- 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;
- Improve processes;
- Coordinate projects;
- Design assessment instruments;
- 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.	X
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.	
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.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
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.	

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.