



Position Title: **Assistant Director of Institutional Effectiveness (Remote)**

Department: President's Office/Institutional Effectiveness

Reports to: Director of Institutional Effectiveness & Accreditation

Classification/

FLSA Status: Level II (Exempt Administrative)

Primary Function: The Assistant Director of Institutional Effectiveness manages the collection, analysis and representation of institutional performance data. The assistant director works closely with the director of institutional effectiveness & accreditation to ensure that institutional data are collected, organized and analyzed for reporting and decision-making purposes. The assistant director oversees the quarterly course evaluation process; creates and administers surveys; assists in the creation of internal and external reports and the coordination of accreditation site visits; and routinely interacts with all department heads and their support personnel while conducting data management activities.

Key Responsibilities:

1. To continually monitor and analyze institutional research data in order to make recommendations for refinement and continuous improvement to the college.
2. To collaborate with each department in enhancing its operation through institutional research, including identifying pertinent questions and the data needed to answer them; developing instruments for gathering and analyzing the appropriate data; and disseminating the data, analysis and conclusions to all appropriate constituencies in optimally utilizable formats.
3. To direct research studies and analytical activities in support of planning, policy development and decision-making efforts of the administration.
4. To organize and conduct meetings, retreats, focus groups and/or interviews necessary to facilitate and accomplish the college's strategic and continuous improvement processes.
5. To facilitate the administration of course, departmental and institutional surveys.
6. To design written and visual presentations of outcomes data in a compelling, user-friendly format.

7. To serve as a member of the Institutional Effectiveness Committee, the Curriculum Review Committee and other college committees as assigned.
8. To collaborate with the Center for Innovation in Teaching and Learning (CITL) in the use of assessment data to improve instruction on campus, including managing the program student learning outcomes and the curriculum map; and disseminating the data, analysis and conclusions to all appropriate constituencies in optimally utilizable formats.
9. To support the CITL in the implementation and facilitation of e-testing processes.
10. To collaborate with CITL personnel in the design of faculty development programs related to high quality academic assessment practices.
11. Collaborate with the director of institutional effectiveness & accreditation to prepare, publish and disseminate appropriate planning/assessment documents annually, including the biannual NBCE Outcomes Summary.
12. To use a variety of statistical techniques and procedures used in academic assessment activities and in implementing standards-based education in order to improve student learning and performance.
13. To continually evaluate and improve the planning/assessment process itself to ensure its alignment with current industry standards.
14. To support the Offices of Academic Affairs and Institutional Effectiveness in the college's institutional and programmatic accreditation processes.
15. To remain abreast of best practices in assessment and accreditation through continual professional development.
16. To assume such other duties as assigned by the director of institutional effectiveness and accreditation.
17. To lend enthusiastic support to college policies and to fellow co-workers.
18. To participate in the annual Lyceum program.
19. To demonstrate commitment to the mission of Sherman College.

Remote Responsibilities:

1. Ensure that equipment provided by the college is secure and well-maintained
2. Ensure access to a high-speed, quality internet connection
3. Proactive communication with department heads and other stakeholders to gather and disseminate data effectively
4. Availability during standard working hours for immediate communication and collaboration
5. Meet periodic on-campus presence requirements. During the first six months there are some one-time events on campus that are required. Once on-boarding is complete, there are periodic on-campus presence requirements throughout the year.

Basic Knowledge and Skills:

1. Master's degree in educational research, data science, or related field
2. Excellent planning, communication, interpersonal and organizational skills
3. Occasional travel for training, development or periodic on-campus engagements
4. Leadership – a demonstrated ability to lead people and get results through others
5. Management – the ability to organize and manage multiple priorities
6. Strong computer skills experience, along with analytical and qualitative skills

Preferred Knowledge and Skills:

Familiar knowledge of chiropractic education

Reporting to this position: N/A

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Occasional crouching and kneeling may be required and carrying with weight limit of 25 lbs. Strains/stresses may be related to computer use.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: