

## DIRECTOR OF INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 14  
**REPORT TO:** EXECUTIVE DIRECTOR OF INSTITUTIONAL RESEARCH AND COMPLIANCE  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

The Director of Institutional Effectiveness and Assessment directs, coordinates, supervises, and implements a comprehensive program to enhance the institutional effectiveness of the College.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Executive Director of Institutional Research and Compliance to develop a framework to prioritize and manage transformation in alignment with strategic priorities and mission-enabled imperatives.
- Contributes actively to the evolution, development, and execution of the College's strategic plan in collaboration with the executive team.
- Oversees and/or supports operational and organizational strategies in furtherance of transformation.
- Coordinates college-wide systems of academic and service area institutional effectiveness plans; provides orientation, training and support to departments in designing institutional effectiveness process; and delivers monitoring reports.
- Supervises the development of assessment plans by consulting with instructional, administrative and student services departments.
- Supervises the technical aspect of assessment, including design of databases, data collection and analysis of data related to the assessment plan.
- Coordinates the administration of various standardized national assessment instruments and ensures that reports and results are disseminated College wide.
- Provides direction to faculty, staff and administrators in gathering, storing, analyzing and interpreting assessment data for their specific units/areas.
- Coordinates workshops, seminars and other activities for faculty and staff on assessment.
- Keeps abreast of current assessment best practices and disseminates that knowledge across the College.
- Advocates for assessment and program review as a means of improving student learning and institutional effectiveness.
- Collaborates with the Office of Institutional Planning, Research and Effectiveness in the identification of appropriate data required for planning unit assessment.

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- Collaborates with the Division of Instruction on the design and implementation of academic program review.
- Leads the development and implementation of service unit reviews.
- Assists with the process for systematic review and evaluation of the institutional planning, research, effectiveness and compliance functional area per the model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Extensive knowledge of campus operations.
- Knowledge of basic statistical theories and principles.
- Proficiency with on-line survey software.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate with internal and external constituencies in a professional manner, including articulating the College's institutional planning, research, effectiveness and compliance functions with clarity and enthusiasm.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or Board of Trustees.
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.

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- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.

**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university in Statistics, Education, Organizational Development, Business Administration, Information Technology, Psychology or related research field.
- Minimum of five (5) years of progressively responsible administrative experience in institutional planning, institutional effectiveness or assessment at a comprehensive community college or university.
- Demonstrated experience in developing strategic plans, implementing initiatives and compiling/analyzing data.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.

**CERTIFICATES AND LICENSURES**

None required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Disclaimer:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Master's degree from an accredited college or university in Statistics, Education, Organizational Development, Business Administration, Information Technology, Psychology or related research field?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of progressively responsible administrative experience in institutional research, institutional planning, institutional effectiveness or assessment at a comprehensive community college or university?
  - Yes
  - No
4. \*Do you have demonstrated experience in developing strategic plans, implementing initiatives and compiling/analyzing data?
  - Yes
  - No
5. \*Do you have demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office?
  - Yes
  - No
6. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No