NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION
Director of Institutional Effectiveness

Department: Institutional Effectiveness
Job Status: Full Time
FLSA Status: Exempt
Reports To: President
Grade/Level: Admin/Prof
Amount of Travel Required: As needed
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Positions Supervised: Part-time staff
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:
Reporting directly to the President, the Director of Institutional Effectiveness and Research directs and oversees NTCC institutional effectiveness activities while providing leadership in ongoing continuous improvement efforts. The Director provides timely and accurate information to administration, faculty, and staff in support of the planning, budgeting, and evaluation processes designed to fulfill the College mission.

MAJOR RESPONSIBILITIES:
• Compile, analyze, and report data and information to inform administrators, faculty, and staff on the status of Strategic Plan Key Performance Indicators, Program Reviews, and other ongoing measures of performance
• Coordinate the annual operational planning process including 1) consulting with departments to develop measurable objectives and strategies designed to promote program improvement, 2) tracking the annual completion of departmental plans, and 3) publishing the final document
• Collaborate with the Executive Vice President of Instruction in the completion of the annual Student Evaluation of Instruction
• Verify that all reporting to external authorities (including the Texas Higher Education Coordinating Board (THECB), Texas Legislative Budget Board (LBB), The Southern Association of Colleges and Schools (SACS), U.S. Department of Education Integrated Postsecondary Education Data System (IPEDS), and others as required) has been submitted in a timely and accurate manner.
• Respond to data and information requests from internal and external sources
• Develop on-going training in POISE data management/extraction and provide training to campus data specialists.
• Advocate data-driven decision-making processes across the institution and maintain documentation that demonstrates that results are used to improve program effectiveness
• Collaborate with college staff to assure that student, course, and human resource data are as accurate as possible and that regular data maintenance occurs in the Data Management System
• Serve as the institutional clearinghouse for documents related to department planning, evaluation, and reporting
• Prepare and administer the annual budget for the Office of Institutional Effectiveness and Research
• Maintain up-to-date knowledge on institutional effectiveness methods, issues, procedures, and resources
• Serve on college committees and work on special projects as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities
• Knowledge: Experience using analytical software (primarily Excel and Access) required. Working knowledge of planning and evaluation processes in higher education preferred. Working knowledge of SACS, THECB, LBB, and IPEDS requirements and reporting preferred.
• Skills: Excellent skills in planning, organization, written and verbal communication, and managing multiple tasks/processes where accuracy and timeliness are essential. Strong analytical, reasoning, and problem-solving skills are required. Ability to work independently as well as collaboratively with diverse individuals, groups, and organizations required.

Education

Education and Experience
• Education: must possess a Master’s Degree and educational research experience
• Experience: minimum three years of professional experience is required, with five years related higher education (preferably community college) experience preferred

Signatures:

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Director of Institutional Effectiveness        Date

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President                                      Date