

Sul Ross State University

Position Description

Official Title: Assistant Vice President for Institutional Effectiveness **Job Code:** 1203

Salary Group: Unclassified 10

Summary

Function: To serve as the SACSCOC Liaison and institutional effectiveness officer for the University.

Scope: Responsible for the collection, analysis, and reporting of institutional effectiveness information needed by institutional leadership. Responsible for monitoring compliance with SACSCOC criteria. Responsible for providing expertise in institutional effectiveness.

Duties

Essential:

Oversee preparation of accreditation reports and other institutional effectiveness projects. Attend SACSCOC meetings and assessment trainings. Work with assessment coordinators to train academic and non-academic units for SACSCOC assessments. Work with assessment coordinators, academic deans, and faculty to produce assessment of core curriculum. Attend Executive Cabinet Meetings; report to Executive Cabinet about assessment and accreditation concerns. Responsible for the collection, analysis, reporting, and maintenance of institutional effectiveness information needed by institutional leadership. From time-to-time additional information not already housed in existing sources will need to be collected using mail, telephone, web, and electronic methods of receiving opinions or information from faculty, staff, students, alumni, county residents and other individuals.

Provide presentations using PowerPoint or similar data display systems for collection and display of information needed by accreditation organizations, senior management, and others with a bona fide right to access that information. Supply information as needed by the president, vice presidents, deans, and other members of the institution's senior management team.

Develop long-term goals and systems for institutional effectiveness, university improvements and accountability. Responsible for outcome assessments, foster a culture of assessment.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Other duties as assigned by the supervisor.

Supervision

Received: Executive Vice President and Provost

Given: Institutional Effectiveness Coordinator and QEP Coordinator

Education

Required: Master's degree in field related to assessment and/or data analysis.

Preferred: Doctorate field related to assessment and/or data analysis is strongly preferred.

Experience

Required: Minimum 5 years experience in institutional research or field related to assessment and/or data analysis.

Preferred: Some or all experience gained in a college or university environment.

Equipment/Skills

Required: General office skills and strong research background. Demonstrated ability to analyze and present statistical data results in various presentation formats. Familiarity and experience with assessment methods. Possess excellent communication skills.

Preferred: Strong experience with Banner administrative systems.

Working Conditions

Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January 2015