

Sul Ross State University
Position Description

Official Title: Director for Institutional Effectiveness

Job Code: 1426

Salary Group: Unclassified 5

Range: \$43,846 - \$67,961

Summary

Function: Supports reporting and training functions within the Office of Institutional Effectiveness

Scope: The Director performs varied and complex administrative duties in the management and coordination of specialized projects such as the ETS Proficiency Profile and programs such as TracDat for administrative and academic reports. Requires independent judgment and application of established policies and procedures.

Duties

Essential:

- Coordinate Administrative Assessment reporting for SACSCOC
- Develop and conduct assessment trainings for administrative units
- Attend SACSCOC meetings and assessment trainings
- Educating departments on compliance rules and regulations
- Assist in implementation of Strategic Plan for administrative assessment reporting
- Assist in preparation of accreditation reports and other institutional effectiveness projects
- Maintain the web page for the Office of Institutional Effectiveness
- Tracdat support for all reporting units providing technical assistance, archiving services, program curriculum mapping , assisting with Strategic Plan mapping, Quality Enhancement Plan mapping and liaison with Nuventive
- Arranges programs, events, conferences, trainings, and meetings by arranging for facilities, issuing information or invitations, coordinating speakers, and overseeing event budgets
- Assists with administration of campus surveys
- Assist with the preparation and completion of external reports and surveys
- Assist with Institutional Research projects as needed
- Administer and assist with implementation of the ETS Proficiency Profiles
- 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

Non-essential: Duties unique to the particular department

Supervision:

Received: Reports to Assistant Vice President for Institutional Effectiveness

Given: none

Education

Required: Bachelor's degree and experience in higher education

Preferred: Master's degree with experience in a higher education environment

Experience

Required: Three or more years of office related experience or training
Significant experience with desktop publishing and/or website management
Extensive experience with MS Windows and MS Office products

Preferred: Four or more years of experience in compliance and/or accreditation
Experience using Internet Native Banner
Work experience in a higher education environment

Equipment/Skills

Required:

- Standard office equipment advanced computer skills
- Demonstrate good writing and telephone skills
- Demonstrate advanced knowledge and skill with Excel, Microsoft Word, Outlook, PowerPoint and be able to conduct research using the internet
- Demonstrate knowledge and skills necessary to maintain Office websites
- Excellent time management skills and ability to manage multiple tasks with strong attention to detail, thoroughness, and accuracy under time-sensitive conditions
- Ability to complete tasks as assigned (ability to follow direction/instruction)
- Be proactive and able to work independently as well as with teams
- Excellent organizational and problem-solving skills
- Punctual, reliable and exhibit professionalism in all ways
- Demonstrate a service orientation and commitment to excellence

Working Conditions

Usual: Exempt from overtime provisions. Position is security sensitive.

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

Updated October 19, 2017