

Sul Ross State University
Position Description

Official Title: Coordinator for Institutional Effectiveness
Salary Group: Classified 12

Job Code: 3901

Summary

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

Scope: The Coordinator provides support to the Offices of Institutional Effectiveness and Institutional Research.

Duties

Essential:

- Work with non-academic units to coordinate and implement unit assessments for SACSCOC accreditation
- Conduct assessment trainings for non-academic units
- Attend SACSCOC meetings and assessment trainings
- Assist in preparation of accreditation reports and other institutional effectiveness projects
- Maintain web pages for the Offices of Institutional Effectiveness and Institutional Research
- Maintains budgets for Offices of Institutional Effectiveness and Institutional Research
- Arranges programs, events, conferences, trainings, and meetings by arranging for facilities, issuing information or invitations, coordinating speakers, and controlling event budget
- Assists with administration of campus surveys
- Assists with the preparation and completion of external reports and surveys
- Assists with Institutional Research projects as needed
- 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: Some college with significant experience in higher education

Preferred: Bachelor'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: 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
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- Preferred: Working knowledge of Internet Native Banner and its functions

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 January 2015