DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

RESPONSIBILITIES
- Manage all assessment processes and maintain appropriate documentation
- Assist the faculty in the development and implementation of educational program assessment
- Assist faculty and staff in the use of assessment results for improvement
- Develop, maintain, and communicate the College’s institutional effectiveness schedule
- Oversee educational program review process
- Oversee assessment of special college initiatives
- Work with Institutional Research to monitor State accountability status
- Work with senior staff and faculty to identify issues for study, analysis, and evaluation
- Coordinate and integrate work of the faculty general education assessment director into overall assessment process
- Oversee assessment of College’s general education curriculum
- Maintain familiarity with accreditation requirements
- Maintain the College’s institutional effectiveness website ensuring accurate and comprehensive information
- Oversee the submission of external reports as assigned
- Collaborate with Institutional Research to ensure response to external data requests
- Assist with the College’s strategic planning process
- Support design of evaluation instruments and system as needed
- Supervise the department staff and assist them in completing appropriate annual professional development
- Develop and oversee administration of the departmental budget
- Participate on various college committees
- Attend monthly Board meetings and President’s Council meetings
- Oversee the Budget Planning Council process
- Perform other duties as assigned by supervisor or College President

QUALIFICATIONS
Required:
- Master's degree in education, leadership, or field related to assessment and/or applied research
- Knowledge of assessment and evaluation of educational programs and development of student learning outcomes
- Experience in strategic and operational planning and use of surveys as assessment tools
- Knowledge of SACSCOC Principles of Accreditation and associated applications
- Knowledge of current practices in student success
- Leadership ability in planning, implementing and overseeing institutional effectiveness processes including student learning assessment and administrative, student and academic support assessment
- Competence in the use of data to support college assessment processes
- Ability to work with various groups on and off campus
- Competent in use of computers and applicable software

Preferred:
- Experience in community college assessment

SALARY
Salary commensurate with educational qualifications and experience. Excellent fringe benefits. Position will remain open until filled.

APPLICATION
Interested candidates should submit a resume, completed official application, official transcripts sent directly to the Human Resources office from the institutions attended, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas, 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.

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