

POSITION TITLE: Director of Institutional Assessment and Planning Position- BMC

REPORTS TO: Executive Director of Institutional Effectiveness, Planning and Assessment

POSITION OBJECTIVE: As we strive to expand the breadth and management of knowledge needed to inform and effect policy, practice, and research, the Office of Institutional Effectiveness, Planning and Assessment is recruiting applicants for a full-time Director of Institutional Assessment and Planning. The position will coordinate and manage collegewide efforts to monitor institutional effectiveness, including the assessment of student learning and administrative effectiveness, analyses of student and division outcomes, and projects that support the college's strategic priorities. As part of a team of Directors, the incumbent will support the larger operations and decision-making processes within the Office of Institutional Effectiveness, Planning, and Assessment office.

RESPONSIBILITIES:

The Director of Institutional Assessment and Planning will:

- Have primary oversight for the collection, governance, analyses and monitoring of student and employee data to support internal decision-making and comply with requests from external agencies.
- Work collaboratively with staff in all divisions and units to coordinate the preparation and implementation of an annual assessment of academic and administrative programs, with a focus on student learning outcomes at the institutional, program and course levels.
- Review assessment data and academic program goals to confirm they articulate with overall institutional goals and mission of the college, supporting faculty with the application of assessment results to support instructional and curricular improvements.
- Identify and report opportunities for program improvement based on assessment data and accreditation feedback.
- Collaborate with and support Program leaders to develop and implement quality improvement plans.
- Collaborate with Program leaders, faculty, and staff to develop and implement assessment tools and methods.
- Prepare and present reports on assessment and accreditation activities to internal stakeholders (OAA, Dean, Chairs and Program Directors).
- Positively contribute to continuous improvement in developing a School-wide culture of assessment and quality assurance.
- Ensure that assessment policies and procedures meet the requirements of external agencies, and that the assessment process continues through a prescribed cycle with

appropriate documentation of changes resulting from the continuous assessment of the assessment process.

- Provide reports and guidance regarding programmatic accreditation requirements and timelines for current and developing programs or departments.
- Support, coordinate, and schedule all programmatic self-study plans, activities, and accreditation applications within the college.
- Develop and deliver training materials to assist faculty, staff, and administrators to best understand assessment, accreditation, and compliance.

EDUCATION & EXPERIENCE:

The successful candidate will possess:

A master's degree and a minimum of 5-7 years of experience in the following:

- Collecting, managing, analyzing and reporting data.
- Working collaboratively with multiple stakeholders (faculty, staff, leaders, internal/external partners).
- Managing and leading programmatic assessments, planning, or accreditation activities.
- Leading educational and program assessment, preferably in a higher education setting.
- Knowledge of accreditation and assessment best practices.
- Knowledge of designing, implementing, and managing assessment and accreditation strategies.

Additional preferred qualifications:

- Ph.D. in relevant discipline
- Experience conducting statistical analyses, program assessment.
- Experience managing, developing and evaluating personnel.
- Experience in higher education conducting educational, organizational, or institutional research (including data entry, data validation, data reporting to state and federal agencies).
- The ability to communicate effectively- orally and in writing- with diverse audiences, including administrators, faculty, staff, students, and external stakeholders.
- The ability to work independently, multitask and prioritize high stakes workload, and to respectfully assure stakeholder cooperation to achieve desired outcomes.
- The ability to develop or deploy data management systems and implement and maintain data storage and management.
- Possess excellent analytical, organizational, and communication skills.
- Possess knowledge of research design, quantitative data mining, analyses, interpretation and reporting.
- Possess knowledge of quantitative and qualitative assessment, analyses and reporting.
- Experience in statistical analysis, program assessment, and evaluating program effectiveness with programs tools such as e.g. Watermark, SPSS/SAS, R, Power BI, Tableau

- Ability to perform additional duties, as required.