

# **South Georgia College**

## **Job Description**

**Position:** Director

**Department:** Institutional Effectiveness

The Director of Institutional Effectiveness is responsible for developing, administering, and maintaining the assessment processes of the College and providing data necessary for effective decision making. This position also exists to maintain compliance with accreditation requirements and to respond to internal, external, formal, and informal requests for data on the College.

### **Essential Functions**

- Ensure that the College has in place an effective, accountable, and ongoing system of assessment for general education, administrative and educational support units.
- Provide leadership for the development of program learning outcomes, assessment methodologies, and results analysis.
- Identify data needed for compliance with Southern Association of Colleges and Schools (SACS) criteria and for other institutional needs.
- Support faculty/staff development in the area of assessment by conducting workshops, meetings, learning via the web or other means.
- Collaborate in production of an annual fact book.
- Provide support and assistance in the College's strategic planning processes.
- Engage in professional development activities to stay abreast of trends in institutional effectiveness.
- Perform other duties as assigned.
- Direct the operations of the Staff Assistant in the office.
- Develop surveys and other data collection instruments to carry out periodic surveys of current students, graduates, employers, and community members.
- Collect, extract, organize, verify, and research data from administrative databases and various college offices for use in official monitoring, reporting, planning, and research.

### **Required/Desired Knowledge, Abilities, and Skills:**

- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to make work decisions in accordance with administrative rules, regulations and policies.
- Ability to maintain complex records and prepare reports from various source documents.
- Ability to establish and maintain effective working relationships with other employees and the general public.

- Ability to plan and organize departmental project goals, policies, and procedures.

**Required/Desired Education, Experience, and Necessary Qualifications**

- An advanced degree and significant work experience in assessment, institutional effectiveness, and accreditation. Proficiency in database management, statistical packages and data analysis is preferred.

**Supervision**

The Director of Institutional Effectiveness reports to the Vice President for Academic Affairs.