

- Position:** **Director of Institutional Effectiveness**
- Qualifications:** **Interviews can only be extended to applicants who meet the minimum qualifications.** The following are the **minimum qualifications** for this position:
- Bachelor's degree from a regionally accredited college or university
 - Five (5) years of progressively responsible experience in administration, data analysis, or institutional effectiveness
 - Documented experience with the SACS/COC accreditation process and preparation of SACS/COC accreditation reports
 - Strong analytical skills
 - Strong work ethic and ability to work independently
 - High degree of workplace professionalism
 - Ability to communicate effectively both orally, including the ability to deliver articulate presentations, and in writing, possessing excellent technical and/or creative writing skills; proficiency in the English language
 - Competent use of the Microsoft Office suite
- Preferred Qualifications:** Following are **preferred qualifications** for this position:
- Master's degree from a regionally accredited college or university
 - Relevant institutional effectiveness experience at a community college
 - Grant development and grant management experience
 - Should be comfortable using a web browser (Internet Explorer)
- Duties & Responsibilities:** The duties and responsibilities of this position include, but are not limited to, the following:
1. Serves as the planning officer and SACS liaison for the campus, and is responsible for all SACS/COC accreditation processes and reporting.
 2. Gathers objective and subjective data in support of strategic planning, operational planning, community needs assessments, and grant development.
 3. Develops data collection instruments to carry out periodic surveys of current students, graduates, employers, local area high school students, etc.
 4. Develops or assists in the development of grants to provide funding for College programs through grant applications.
 5. Provides oversight and management of designated grants.
 6. Provides accurate reporting to federal, state and institutional entities as required.
 7. Coordinates campus-wide efforts to develop, implement, and evaluate strategic and operational plans.
 8. Provides assistance to all instructional divisions in assessing student learning outcomes at the course, program, and institutional levels.
 9. Conducts analysis of survey results and distributes to constituent groups for the purpose of continuous improvement.
 10. Provides support for campus academic and administrative units in research methods and design, data processing and analysis, and documentation in preparation for SACS review.
 11. Works with all departments of the institution as a resource person gathering information needed for planning to enhance their service areas and measure the effectiveness of their initiatives.
 12. Responsible for management and continued development of a comprehensive institutional effectiveness (IE) system for the College, including ensuring the IE process is inclusive of the entire College.

Continued on Next Page

13. Produces statistical data to help guide policy recommendations for the college and planning processes for the administration.
14. Produces a College annual report for publication.
15. Conducts data retrieval and produces all IPEDS reports, and is the IPEDS "key holder."
16. Routinely tracks and retrieves data in the development of demographic reports (fact book) on enrollment trends; student population; student grades; student age; regional demographics, etc. to be reported to the administration.
17. Conducts ACCESS (AS400) queries in the production of routine reports, data for grant proposals, and information requested by the administration.
18. Collects, analyzes and reports data in compliance with state and federal requirements to support the reporting needs of campus grant managers.
19. Analyzes, interprets, reports and distributes data as directed.
20. Performs other duties as assigned.

Salary: Salary level will be determined by educational attainment and years of directly applicable experience according to State Board of Education **Salary Schedule C1 with a salary range for twelve months from \$72,356 to \$103,788**. Years of directly related full-time experience will be considered in determining years for salary schedule placement.

Anticipated Begin Date: As negotiated.

Application Procedure: To be considered for an interview, the applicant must **submit all of the following**:

- Letter of Application
- Current Résumé
- One page personal Statement of Philosophy regarding the mission of the community college
- A completed CVCC Employment Application form (Rev. 5/12/2008)
- Copies of transcripts (unofficial or official) from all colleges from which degrees have been granted. Degree(s) must be posted on transcripts.

Application materials submitted via facsimile or e-mail will NOT be accepted. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position.

To secure an employment application go to www.cv.edu. Send complete application packet to the Department of Human Resources, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869. **Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.** Unofficial transcripts are acceptable for application; however, official transcripts must be received by the College prior to a contract being extended to the successful candidate.

Application Deadline: Application materials **must be received** in the Human Resources Office **no later than 5:00 p.m. EDT, Wednesday, October 26, 2011**, to ensure full consideration.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews which may consist of the following activities: question/answer session, written assignment, and/or oral presentation. Upon completion of the in-person interviews, the Committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Continued on Next Page

Additional Information:

The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations.

The College will not incur the cost of applicants' interview expenses.

Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

An offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed. In addition, the applicant will be responsible for the nonrefundable \$13* cost of the criminal background investigation. *Additional charges may apply.

It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program, activity or employment opportunity. CVCC is an Equal Opportunity Employer.