

# EXECUTIVE DIRECTOR OF INSTITUTIONAL RESEARCH AND COMPLIANCE

## Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 12  
**REPORT TO:** PRESIDENT  
**REVIEWED DATE:** MAY 09. 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### JOB SUMMARY

Directs, coordinates, supervises, and implements the institutional planning, research, reporting, institutional effectiveness, and the assessment functions for the College. The Executive Director of Institutional Research and Compliance will also serve as the Accreditation Liaison for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees a variety of projects relating to institutional research, institutional effectiveness, institutional reporting, institutional compliance and decision-making.
- Provides oversight and supervision for institutional planning, research, effectiveness, assessment, compliance, evaluation strategies, trend analysis for environmental scanning, and accreditation processes.
- Works closely with Southern Association Colleges and Schools – Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board to ensure the College has the most current information on policies, principles and practices.
- Identifies potential areas of compliance vulnerability and risk and provides general guidance about minimizing or eliminating the risk.
- Designs, administers and interprets surveys.
- Supervises institutional effectiveness workshops and training for faculty and staff.
- Ensures that compliance with accreditation requirement is incorporated into the planning and evaluation process of the institution.
- Notifies the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
- Keeps informed of all faculty, staff and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspect of the campus, especially when such documents are adopted or revised.
- Coordinates the preparation of the annual profiles and any other reports requested by the Commission.

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- Serves as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.
- Ensures that electronic institutional data collected by the Commission is accurate and timely.
- Maintains a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.
- Supervises and guides the Director of Institutional Effectiveness and Assessment and Director of Institutional Research; ensuring that meaningful, appropriate and accurate data and supporting documentation is available to meet the decision-making needs of the College.
- Plans, develops, coordinates and implements all activities necessary to communicate and educate the college community about the institutional effectiveness process of the College.
- Responsible for the annual planning and institutional effectiveness processes with the annual budgeting process.
- Coordinates college-wide systems of academic and service area program reviews; provides orientation, training and support to departments in designing program and functional unit reviews; and delivers monitoring reports, as assigned.
- Compiles, analyzes and disseminates quantitative data on facets of the college and related educational issues, including such areas as institutional characteristics, enrollments, student retention, student transfer, enrollment, grades, other student performance indicators, and fiscal affairs.
- Conducts special projects and studies to address decision-making needs of the College and for senior administrative staff and the president, as assigned.
- Assists with faculty-based assessment efforts in curriculum development and student learning outcomes.
- Serves as the certifying official for the Texas Higher Education Coordinating Board's (THECB) CBM reports and the College's THECB Accountability representative.
- Supervises the creation and implementation of a strategic plan for the institutional planning, research and effectiveness functional area.
- Reviews, maintains and evaluates the budget for the institutional planning, research, effectiveness functional area.
- Facilitates the compilation of survey requests and the preparation of specialized reports relating to state and federal compliance, accreditation, THECB, and grant funding agencies.
- Develops outcomes for the institutional planning, research, effectiveness functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the institutional planning, research, effectiveness functional area.
- Assists with the process for systematic review and evaluation of the institutional planning, research, effectiveness and compliance functional area per the model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Attends all Board meetings.

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- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Extensive knowledge of campus operations.
- Knowledge of basic statistical theories and principles.
- Proficiency with on-line survey software.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate with internal and external constituencies in a professional manner, including articulating the College's institutional planning, research, effectiveness and compliance functions with clarity and enthusiasm.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.

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#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university.
- Minimum of five (5) years of progressively responsible administrative experience in institutional research, institutional planning, institutional effectiveness or assessment at a comprehensive community college or university.
- Demonstrated experience in developing strategic plans, implementing initiatives and compiling/analyzing data.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.

#### **CERTIFICATES AND LICENSURES**

None required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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\_\_\_\_\_ **Disclaimer:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Master's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of progressively responsible administrative experience in institutional research, institutional planning, institutional effectiveness or assessment at a comprehensive community college or university?
  - Yes
  - No
4. \*Do you have demonstrated experience in developing strategic plans, implementing initiatives and compiling/analyzing data?
  - Yes
  - No
5. \*Do you have demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume workflow office?
  - Yes
  - No
6. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No