

**POSITION TITLE:** Director of Educational Assessment and Institutional Research  
**DEPARTMENT:** Assessment and Research  
**REPORTS TO:** Vice President for Academic Affairs

**POSITION SUMMARY:**

The Director of Educational Assessment and Institutional Research is responsible for

- assuring an effective quality assurance and assessment program across the College Triad Education Program of academics, work, and service including gathering, organizing, interpreting, and disseminating educational outcome data and assisting programs and departments to develop and implement their student learning outcome improvement assessment plans and
- providing leadership in the collection, interpretation, analysis, use, and dissemination of institutional data for support of the College's strategic planning and decision-making processes.

**GENERAL FUNCTION:**

In order to provide this support, the Director acts to anticipate and understand issues of concern to the College. The Director oversees the Department of Assessment and Research and is responsible for the management and direction of the office. The Director is actively involved in working with all college constituencies.

**SPECIFIC RESPONSIBILITIES:**

1. Works closely with Administrative Council, academic department chairs and college committees to coordinate assessment, accreditation and institutional research across the institution.
2. Assists programs, departments, and individual faculty and staff to develop and implement assessment plans and in strategic planning.
3. Presents information to Administrative Council, faculty, staff, parents, Board of Trustees, Alumni Board and Church Relations Council on issues relating to institutional research as requested.
4. Responds to and completes data requests such as, but not limited to: The College Board, Wintergreen, Peterson's, Common Data Set, etc.
5. Develops assessment instruments, maintains databases, and provides for national norming surveys.
6. Maintains information for numerous web-based data sites, working in conjunction with the college web director, and compiles and publishes the yearly Fact Book.
7. Prepares reports for accreditation agencies.
8. Keeps informed on trends in higher education data collection and assessment and communicates these to appropriate parties.
9. Participates in relevant professional associations and conferences.
10. Participates fully in campus shared governance structure. Serves on committees and task forces.
11. Develops, implements, administers, and evaluates programs, policies, necessary to accomplish the mission, goals, and objectives of the Assessment and Research Department.
12. Chairs the Assessment and Research committee.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

1. The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this position, the employee is regularly required to sit and use hands for finite movements such as typing and other office functions. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. The noise level in the work environment is usually quiet.

**QUALIFICATIONS:**

1. Masters required, PhD preferred and three years of relevant experience in a liberal arts college or university setting; knowledge of educational testing; curriculum development, research methods or related fields.
2. Demonstrated ability in assessment design and analysis, knowledge of and ability to use relevant databases such as "Campus" by Aptron Corporation and SPSS.
1. Ability to establish priorities; to develop, plan and implement short- and long-term goals; and to evaluate Department of Assessment and Research staff and programs.
2. Excellent written and oral communication skills, interpersonal and group facilitation skills, and the ability to work effectively with a wide range of constituencies.