



Job Description

Job Title:	Coordinator Institutional Effectiveness	Job Code:	
Department:	Planning and Research	Grade:	M
Date:	June 2005	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates institutional effectiveness activities and efforts for both the department and the college.

Characteristic Duties and Responsibilities:

1. Works with instructional units to coordinate and implement program/unit review.
2. Works with units across the college to develop surveys and assessment instruments.
3. Uses online/scanning survey software.
4. Trains department staff on use of survey software.
5. Trains faculty and staff on the program review process.
6. Assumes responsibilities for keeping the college in compliance with SACS IE criteria.
7. Serves on the learning outcomes, institutional effectiveness and general education committees.
8. Works with the graduate office and other units to develop and deliver annual college-wide surveys.
9. Performs other Planning and Research duties related to assessment and evaluation.

Reporting Relationships:

Direction Received: Reports to Associate Vice President for Institutional Research

Direction Given: No direct supervision of other staff; may lead, coordinate and monitor work of other employees and students

Minimum Requirements:

Master's degree and 4 to 6 years of related experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of practices, theories and concepts relating to developing and assessing surveys

Knowledge of administration of higher education institution and accreditation requirement and guidelines

Proficiency with online survey software

Ability to work effectively with people of varying levels of education and diverse backgrounds

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Ability to work in a team environment

Strong communication skills, particularly listening skills

Working Conditions:

Typical office environment; may experience occasional discomfort from extensive use of a computer display