Coordinator, Institutional Planning & Assessment

FLSA Status: Exempt
Pay Grade: 18
Job Title ID: 14052
Job Series/Job Family: Effectiveness & Accountability Series / Institutional Research & Effectiveness Family

Reports To

Vice President, Effectiveness and Accountability

Job Purpose

To coordinate the development, implementation, and maintenance of the College-wide Master Planning, and/or College-wide assessment processet to promote continuous improvement processes as required by policy.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the College-wide Master Plan (strategic planning)process. Initiates the planning process, maintains the planning database, coordinates and tracks cluster group activities, produces the Master Plan document, and assesses previous Master Plan initiatives and core institutional indicators. And/or works closely with faculty and staff to coordinate, facilitate, and monitor assessment activities for the institution. This includes instructional program review, assessment of student learning outcomes, administrative review , and other college-wide assessment processes.
2. Develops, administers, and analyzes college-wide surveys related to institutional effectiveness.
3. Documents, monitors and develops reports on institutional effectiveness.
4. Provides technical expertise and consulting on research design, survey development and data analysis for assessment-related research.
5. Develops and maintains computer programs to access required data and produce reports to support planning and assessment.
6. Provides staff support for institution-wide assessment and planning committees.
7. Conducts professional development opportunities on assessment and planning for the ACC community.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Research and public policy related to higher education, particularly principles of institutional effectiveness.
- Principles of planning processes in higher education.
- Principles of educational research design, implementation and analysis.
- Principles of assessing student learning.
- Principles of performance measurement.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Establishing and maintaining effective working relationships with faculty, staff and administration.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Writing and editing reports.
- Maintaining systematic project documentation.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Proficient use of advanced software applications, particularly Microsoft Office.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related work experience.

Preferred

- Two years work experience in institutional assessment, institutional research/analysis, and/or institutional planning in higher education.

Education

Required

- Bachelor's degree in related field.

Preferred

- Master's degree in related field.

Other

Preferred

- Knowledge of current requirements for accreditation by the Southern Association of Colleges and Schools Commission on Colleges.
- Proficient use of Datatel, SPSS and SAS.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.